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CIVIL SERVICE COMMISSION
CITY OF CHICAGO.

SEVENTH ANNUAL REPORT, 1901.

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CITY OF CHICAGO.

SEVENTH ANNUAL REPORT

OF THE

CIVIL SERVICE COMMISSION

TO

HIS HONOR, THE MAYOR,

FOR THE

YEAR ENDING DECEMBER 31, 1901.

CHICAGO, ILL., JANUARY 1, 1902.

PRINTED FOR THE COMMISSION.

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ORGANIZATION OF THE COMMISSION.

CIVIL SERVICE COMMISSION

OF THE

CITY OF CHICAGO.

ROBERT LINDBLOM, *President*, . 678 La Salle Avenue.
Term expires July 1, 1902.

JOHN W. ELA, ... 25 Scott Street.
Term expires July 1, 1903.

JOSEPH POWELL, ... 5201 Madison Avenue.
Term expires July 1, 1904.

TIMOTHY J. CORCORAN,
Secretary and Chief Examiner,
944 North Clark Street.

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REPORT OF THE COMMISSION.

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REPORT OF THE COMMISSION.

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SEVENTH ANNUAL REPORT

OF THE

CIVIL SERVICE COMMISSION

TO

HIS HONOR, THE MAYOR,

FOR

YEAR ENDING DECEMBER 31, 1901.

CHICAGO, JAN 18, 1902.

HON. CARTER H. HARRISON,
Mayor of Chicago.

Dear Sir—In compliance with the law we have the honor to submit our Seventh Annual Report.

The Commission has continued to amend and systematize its rules during the past year as experience has demonstrated the necessity. These amended rules, having been commended for their fairness by superiors and subordinates alike and having stood the test of the reduction of the employees in every department to the lowest point without serious friction, it is believed that they may be considered now as substantially permanent.

In our report of last year we called attention to the introduction of daily efficiency records in each Bureau of the city service, with monthly reports to the Commission. The reliability of these records, in a large majority of the Bureaus, has pretty constantly improved during the past year. On the first of August last the Commission put into each Police Station a book containing columns and instructions for the daily record of each member of the Police Department as to "Criminal Arrests and Disposal", "Saving Life or Property", "Courageous Acts" and other entries as to efficiency.

It is the endeavor of the Commission to surround the keeping of these records with all possible safeguards against favoritism or any form of injustice. The Commission realizes that promotion examinations should be a prominent feature in the enforcement of the law and that the efficiency and conduct of the candidate in the rank he is occupying should be important factors in

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his examination for promotion to the rank above. These daily records are also useful, when properly kept, in hearings on charges of incompetency.

It will be seen by the report of the chief examiner and secretary, which accompanies this report, that the number of examinations has been less than in 1900, which is due principally to the fact that the examinations to fill the old "sixty day" positions were held during that year. The Commission is using that section of the Act now strictly for emergencies and only until it can make permanent certification,—except in the case of a few employees at the "pest house" for which positions we have found it impossible so far to hold competitive examinations.

We employ as special examiners only experts and men of high character. We believe that the character of our examinations has materially improved.

There have been 63 hearings by the Commission during the year under the removal section of the Act, resulting in 29 removals from the service of the city, 25 suspensions without pay and 12 cases where the charges were not sustained. Aside from the above, the Police Trial Board has heard 123 cases, removed 29 officers from the service and fined 92 officers. The Fire Trial Board has heard 52 cases, removed 12 men and disciplined 35.

The Commission deemed it advisable to change the composition of the Police Trial Board recently by substituting for the Chief and Assistant Chief and the five Inspectors of Police, two Civil Service Commissioners and one member of the Police Department. By doing this we hope to remove police investigations from any suspicion of favoritism and inspire the rank and file with confidence in the impartiality of their judges. The Commission have seen many evidences of the benefit of this change.

Suits have been brought by persons dissatisfied with decisions of the Commission. Our Supreme Court has already decided that such decisions are not reviewable by the Courts when the forms of the law have been observed, and the Courts, so far. have generally sustained the decrees of the Commission.

Respectfully submitted,

ROBT. LINDBLOM,
JOHN W. ELA,
JOSEPH POWELL,
Civil Service Commission.

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REPORT

OF THE

CHIEF EXAMINER AND SECRETARY

TO THE

CIVIL SERVICE COMMISSION.

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REPORT

OF THE

CHIEF EXAMINER AND SECRETARY

TO THE

CIVIL SERVICE COMMISSION

OF THE

CITY OF CHICAGO.

CHICAGO, Jan. 1, 1902.

Hon. Civil Service Commission, City of Chicago.

GENTLEMEN:—I have the honor to submit a brief summary of the clerical work of the office together with a report of the examinations held under the direction of your Honorable Body for the year ending December, 1901.

Number of applications filed in the Official Service...	1,298
Number of Labor applications filed.....	5,562
Total for the year 1901.....	6,860
Number of applications previously filed.....	62,773
Grand total since the law went into effect.....	69,633

Of this grand total 36,063 were for positions in the Official and Skilled Labor Service and 33,570 for positions in the Labor Service.

Total number of examinations held for the year was 70, of which 51 were in the Official, 18 in the Skilled Labor Service and one in the Unskilled Labor Service.

Of the examinations held in the Official Service 31 were original entrance and 20 promotion examinations.

The number of candidates who appeared for promotion was 1,430. The total number who passed cannot be ascertained, as five of the late examinations are incomplete. Of the completed promotion examinations there were 1,159 examined and 762 passed, making a percentage of 65.75 who passed.

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Among the most important promotion examinations were those in the Police Department for Captains, Lieutenants, Desk Sergeants and Patrol Sergeants, and Chief Matron for the Police Department. The examination for Inspectors of Police ordered will be held January 15th.

In the Fire Department promotion examinations have been held for Third Assistant Fire Marshal, Superintendent of Machinery, Marine Engineers (fire-boats), Superintendent of Horses and Lieutenants.

In the Electrical Department promotion examinations were held for Chief Engineer, Chief Arc Lamp Trimmer, Fire and Police Alarm Repairers, grade 4, and Foreman of Aerial Linemen.

The number of candidates who were examined for original entrance into the Official Service was 1,101, of which number 609 passed, making a percentage of 55.31 who passed.

In the examinations for Skilled Labor Service, 570 candidates were examined, of which number 380 passed, making a percentage of 66.67. 2,930 applications were received for the Unskilled Labor Service and were placed on the eligible lists, as provided for by Section 9 of Rule IV.

Among the most important original entrance examinations held (there being none in the next lower grade who could qualify so as to enable the Commission to hold a promotion examination), were Pay Masters, Assistant City Physician, Harbor Engineers and Chief Clerk of the Comptroller's Office.

The number of certifications for appointment in the Official Service was 992, for positions in the Skilled Labor Service 392 and for positions in the Unskilled Labor Service 1,967, making a total of 3,351 certifications. This does not include reinstatement of those who have been previously laid off.

For detail of the work of the office as to examinations, see Appendix C in the printed annual report.

It is with great satisfaction that I am able to report that with the strict economy practiced by the Commission, the expenses of the office have been kept well within the appropriation. and for a comparative financial statement from the time Civil Service went into effect up to date, see Appendix D.

Respectfully submitted,

T. J. Corcoran,
Secretary.

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Civil Service Act.

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APPENDIX A.

CIVIL SERVICE ACT.

AN ACT TO REGULATE THE CIVIL SERVICE OF CITIES, APPROVED MARCH 20, 1895.

SECTION 1. Be it enacted by the People of the State of Illinois, represented in the General Assembly: **Commissioners Appointed—Oath.** The Mayor of each city in this state which shall adopt this act as hereinafter provided, shall, not less than forty nor more than ninety days after the taking effect of this act in such city, appoint three persons, who shall constitute and be known as the Civil Service Commissioners of such city, one for three years, one for two years, and one for one year from the time of appointment and until their respective successors are appointed and qualified; and in every year thereafter the Mayor shall, in like manner, appoint one person as the successor of the Commissioner whose term shall expire in that year to serve as such Commissioner for three years and until his successor is appointed and qualified. Two Commissioners shall constitute a quorum. All appointments to said Commission, both original and to fill vacancies, shall be so made that not more than two members shall, at the time of appointment, be members of the same political party. Said Commissioners shall hold no other lucrative office or employment under the United States, the State of Illinois, or any municipal corporation or political division thereof. Each Commissioner, before entering upon the duties of his office, shall take the oath prescribed by the Constitution of this State.

SEC. 2. **Removal of Commissioners—Vacancy.** The Mayor may, in his discretion, remove any Commissioner for incompetence, neglect of duty, or malfeasance in office. The Mayor shall within ten days report in writing any such removal to the

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City Council, with his reasons therefor. Any vacancy in the office of Commissioner shall be filled by appointment by the Mayor.

SEC. 3. **Classification.** Said Commissioners shall classify all the offices and places of employment in such city, with reference to the examinations hereinafter provided for, except those offices and places mentioned in section eleven of this act. The offices and places so classified by the Commission shall constitute the classified Civil Service of such city; and no appointments to any of such offices or places shall be made except under and according to the rules hereinafter mentioned.

SEC. 4. **Rules.** Said Commission shall make rules to carry out the purposes of this act, and for examinations, appointments and removals in accordance with its provisions, and the Commission may, from time to time, make changes in the original rules.

SEC. 5. **Publication of Rules. Time of Taking Effect.** All rules made as hereinbefore provided, and all changes therein, shall forthwith be printed for distribution by said Commission; and the Commission shall give notice of the place or places where said rules may be obtained by publication in one or more daily newspapers, published in such city, and in each such publication shall be specified the date, not less than ten days subsequent to the date of such publication when said rules shall go into operation.

SEC. 6. **Examinations.** All applicants for offices or places in said classified service, except those mentioned in section eleven, shall be subjected to examination, which shall be public, competitive and free to all citizens of the United States, with specified limitations as to residence, age, health, habits and moral character. Such examinations shall be practical in their character, and shall relate to those matters which will fairly test the relative capacity of the persons examined to discharge the duties of the positions to which they seek to be appointed, and shall include tests of physical qualifications and health, and when appropriate, of manual skill. No questions in any examination shall relate to political or religious opinions or affiliations. The Commission shall control all examinations, and

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may, whenever an examination is to take place, designate a suitable number of persons, either in or not in the official service of the city, to be examiners, and it shall be the duty of such examiners, and, if in the official service, it shall be a part of their official duty, without extra compensation, to conduct such examination as the Commission may direct, and to make return or report thereof to said Commission, and the Commission may at any time substitute any other person, whether or not in such service, in the place of any one so selected; and the Commission may themselves at any time act as such examiners, and without appointing examiners. The examiners at any examination shall not all be members of the same political party.

SEC. 7. **Notice of Examinations.** Notice of the time and place and general scope of every examination shall be given by the Commission by publication for two weeks preceding such examination in a daily newspaper of general circulation published in such city, and such notice shall also be posted by said Commission in a conspicuous place in their office for two weeks before such examination. Such further notice of examination may be given as the Commission shall prescribe.

SEC. 8. **Registers.** From the returns or reports of the examiners, or from the examinations made by the Commission, the Commission shall prepare a register for each grade or class of positions in the classified service of such city of the persons whose general average standing upon examination for such grade or class is not less than the minimum fixed by the rules of such Commission, and who are otherwise eligible; and such persons shall take rank upon the register as candidates in the order of their relative excellence as determined by examination, without reference to priority of time of examination.

SEC. 9. **Promotions.** The Commission shall, by its rules, provide for promotions in such classified service, on the basis of ascertained merit and seniority in service and examination, and shall provide, in all cases where it is practicable, that vacancies shall be filled by promotion. All examinations for promotion shall be competitive among such members of the next lower rank as desire to submit themselves to such examination; and it shall be the duty of the Commission to submit to the appointing power the names of not more than three applicants

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for each promotion having the highest rating. The method of examination, and the rules governing the same and the method of certifying, shall be the same as provided for applicants for original appointment.

SEC. 10. **Appointments to Classified Service.**. The head of the department or office in which a position classified under this act is to be filled shall notify said Commission of that fact, and said Commission shall certify to the appointing officer the name and address of the candidate standing highest upon the register for the class or grade to which said position belongs, except that, in cases of laborers where a choice by competition is impracticable, said Commission may provide by its rules that the selections shall be made by lot from among those candidates proved fit by examination. In making such certification sex shall be disregarded, except when some statute, the rules of said Commission, or the appointing power specifies sex. The appointing officer shall notify said Commission of each position to be filled separately, and shall fill such place by the appointment of the person certified to him by said Commission therefor, which appointment shall be on a probation for a period to be fixed by said rules. Said Commission may strike off names of candidates from the register after they have remained thereon more than two years. At or before the expiration of the period of probation the head of the department or office in which a candidate is employed may, by and with the consent of said Commission, discharge him upon assigning in writing his reason therefor to said Commission. If he is not then discharged his appointment shall be deemed complete. To prevent the stoppage of public business, or to meet extraordinary exigencies, the head of any department or office may, with the approval of the Commission, make temporary appointment to remain in force not exceeding sixty days, and only until regular appointments under the provisions of this act can be made.

SEC. 10½. **Soldiers Who Are Eligible to Have Their Names Placed at the Head of the List.** Persons who were engaged in the military or naval service of the United States during the years 1861, 1862, 1863, 1864 or 1865, and who were honorably discharged therefrom, shall be preferred for appointments to civil offices, provided they are found to possess the business capacity necessary for the proper discharge of the duties of such

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office, and it shall be the duty of the Examiner or Commissioner certifying the list of eligibles who have taken the examinations provided for in this act, to place the name or names of such persons at the head of the list of eligibles certified for appointment.

SEC. 11. **Officers Excepted from Classified Service.** Officers who are elected by the people, or who are elected by the City Council pursuant to the City Charter, or whose appointment is subject to confirmation by the City Council, Judges and Clerks of Election, members of any Board of Education, the Superintendent and Teachers of schools, heads of any principal department of the city, members of the law department, and one Private Secretary of the Mayor, shall not be included in such classified service.

SEC. 12. **Removals.** No officer or employe in the classified Civil Service of any city who shall have been appointed under said rules and after said examination, shall be removed or discharged except for cause, upon written charges and after an opportunity to be heard in his own defense. Such charges shall be investigated by or before said Civil Service Commission, or by or before some officer or board appointed by said Commission, to conduct such investigation. The finding and decision of such Commission or investigating officer or board, when approved by said Commission, shall be certified to the appointing officer, and shall be forthwith enforced by such officer. Nothing in this act shall limit the power of any officer to suspend a subordinate for a reasonable period, not exceeding thirty days. In the course of an investigation of charges each member of the Commission, and of any board so appointed by it, and any officer so appointed shall have the power to administer oaths and shall have power to secure by its subpoena both the attendance and testimony of witnesses, and the production of books and papers relevant to such investigation. Nothing in this section shall be construed to require such charges or investigation in cases of laborers or persons having the custody of public money, for the safe keeping of which another person has given bonds.

SEC. 13. **Reports of Commission.** Immediate notice in writing shall be given by the appointing power, to said Commission, and all appointments, permanent or temporary, made in

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such classified civil service, and all transfers, promotions, resignations, or vacancies from any cause in such service, and of the date thereof; and a record of the same shall be kept by said Commission. When any office or place of employment is created or abolished, or the compensation attached thereto altered, the officer or board making such change shall immediately report it in writing to said Commission.

SEC. 14. **Investigations.** The Commission shall investigate the enforcement of this act and of its rules, and the action of the examiners herein provided for, and the conduct and action of the appointees in the classified service in its city, and may inquire as to the nature, tenure and compensation of all offices and places in the public service thereof. In the course of such investigations each Commissioner shall have power to administer oaths, and said Commission shall have power to secure by its subpœna both the attendance and testimony of witnesses and the production of books and papers relevant to such investigation.

SEC. 15. **Report of Commission.** Said Commission shall, on or before the fifteenth day of January of each year, make to the Mayor for transmission to the City Council a report showing its own action, the rules in force, the practical effects thereof, and any suggestions it may approve for the more effectual accomplishment of the purposes of this act. The Mayor may require a report from said Commission at any other time.

SEC. 16. **Chief Examiner.** Said Commission shall employ a Chief Examiner, whose duty it shall be, under the direction of the Commission, to superintend any examination held in such city under this act, and who shall perform such other duties as the Commission shall prescribe. The Chief Examiner shall be *ex officio* Secretary of said Commission, under the direction of such Commission; he, as such Secretary, shall keep the minutes of its proceedings, preserve all reports made to it, keep a record of all examinations held under its direction, and perform such other duties as the Commission shall prescribe.

SEC. 17. **Officers to Aid—Rooms.** All officers of any city which shall have adopted this act shall aid said Commission in all proper ways in carrying out the provisions of this act, and

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at any place where examinations are to be held shall allow reasonable use of public buildings for holding such examinations. The Mayor of such city shall cause suitable rooms to be provided for said Commission at the expense of such city.

SEC. 18. **Salaries and Expenses.** In cities having a population of one hundred thousand inhabitants, or more, each of said Commissioners shall receive a salary of three thousand dollars a year; the Chief Examiner shall receive a salary of three thousand dollars a year. Any person not at the time in the official service of the city, serving as a member of the Board of Examiners or of a trial board, shall receive compensation for every day actually and necessarily spent in the discharge of his duty as an examiner or a member of the trial board, at the rate of five dollars per day, and said Commission may, in such city, also incur expenses not exceeding five thousand dollars per year, for clerk hire, printing, stationery and other incidental matters.

In cities having a population of fifty thousand inhabitants and less than one hundred thousand, such Commissioners shall receive an annual salary of one thousand five hundred dollars each; the Chief Examiner shall receive an annual salary of one thousand five hundred dollars. Any person not at the time in the official service of the city, serving as a member of the board of examiners, or of a trial board, shall receive compensation for every day actually and necessarily spent in the discharge of his duty as an examiner or member of the trial board, at the rate of three dollars per day, and said Commission may, in such city, also incur expenses not exceeding three thousand dollars a year, for Clerk hire, printing, stationery, and other incidental matters.

In cities having a population of twenty-five thousand and less than fifty thousand inhabitants, such Commissioners shall receive an annual salary of one thousand dollars each, and the Chief Examiner shall receive an annual salary of one thousand dollars.

In cities having a population of less than twenty-five thousand inhabitants, such Commissioners shall receive an annual salary to be fixed by the City Council of such cities not to exceed five hundred dollars each; the Chief Examiner shall receive an annual salary to be fixed by the City Council of such cities not to exceed five hundred dollars. In cities having a population of less than fifty thousand inhabitants any person, not at

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the time in official service of the city, serving as a member of the board of examiners, or of a trial board, shall receive compensation for every day actually and necessarily spent in the discharge of his duty as an examiner or member of the trial board, at the rate of two dollars per day, and said Commission may, in such city, also incur expenses not exceeding two thousand dollars per year, for clerk hire, printing, stationery and other incidental matters.

SEC. 19. **Appropriations.** A sufficient sum of money shall be appropriated each year by each city which shall adopt this act, to carry out the provisions of this act in such city. In such cities as shall have already made the annual appropriation for municipal purposes for the current fiscal year, the Mayor is authorized and required to pay the salaries and expenses as herein provided for such fiscal year out of the moneys appropriated for contingent purposes by such municipality, or out of any moneys not otherwise appropriated.

SEC. 20. **Frauds Prohibited.** No person or officer shall willfully or corruptly by himself or in co-operation with one or more other persons, defeat, deceive or obstruct any person in respect to his or her right of examination, or corruptly or falsely mark, grade, estimate or report upon the examination or proper standing of any person examined hereunder or aid in so doing, or willfully or corruptly make any false representation concerning the same, or concerning the person examined, or willfully or corruptly furnish to any person any special or secret information for the purpose of either improving or injuring the prospects or chances of any person so examined or to be examined, being appointed, employed or promoted.

SEC. 21. **No Officer to Solicit or Receive Political Contributions.** No officer or employe of such city shall solicit, orally or by letter, or receive or pay, or be in any manner concerned in soliciting, receiving or paying, any assessment, subscription or contribution for any party or political purpose whatever.

SEC. 22. **No Person to Solicit Political Contributions from Officers or Employes.** No person shall solicit, orally or by letter, or be in any manner concerned in soliciting any assessment,

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contribution or payment, for any party or any political purpose whatever, from any officer or employe in any department of the city government of any city which shall adopt this act.

SEC. 23. **Assessments and Contributions in Public Offices Forbidden.** No person shall in any room or building occupied for the discharge of official duties by any officer or employe in any city, which shall adopt this act, solicit, orally or by written communication, delivered therein, or in any other manner, or receive any contribution of money or other thing of value, for any party or political purpose whatever. No officer, agent, clerk or employe under the government of such city, who may have charge or control of any building, office or room, occupied for any purpose of said government, shall permit any person to enter the same for the purpose of therein soliciting or delivering written solicitations for receiving or giving notice of any political assessments.

SEC. 24. **Payments of Political Assessments to Public Officers Prohibited.** No officer or employe in the service of such city shall, directly or indirectly, give or hand over to any officer or employe in said service, or to any Senator or Representative or Alderman, Councilman or Commissioner, any money or other valuable thing, on account of or to be applied to the promotion of any party or political object whatever.

SEC. 25. **Abuse of Official Influence Prohibited.** No officer or employe of such city shall discharge or degrade or promote, or in any manner change the official rank or compensation of any other officer or employe, or promise or threaten to do so for giving or withholding or neglecting to make any contribution of money or other valuable thing for any party or political purpose, or for refusal or neglect to render any party or political service.

SEC. 26. **Payment for Places Prohibited.** No applicant for appointment in said classified civil service, either directly or indirectly, shall pay, or promise to pay any money or other valuable thing to any person whatever for or on account of his appointment, or proposed appointment, and no officer or employe shall pay or promise to pay, either directly or indirectly, any person any money or other valuable thing whatever for or on account of his promotion.

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SEC. 27. **Recommendations in Consideration of Political Service Prohibited.** No applicant for appointment or promotion in said classified civil service shall ask for or receive a recommendation or assistance from any officer or employe in said service, or of any person upon the consideration of any political service to be rendered to or for such person or for the promotion of such person to any office of appointment.

SEC. 28. **Abuse of Political Influence Prohibited.** No person while holding any office in the government of such city, or in nomination for, or while seeking a nomination for, or appointment to any such office, shall corruptly use or promise to use, either directly or indirectly, any official authority or influence (whether then possessed or merely anticipated) in the way of conferring upon any person, or in order to secure or aid any person in securing any office or public employment, or any nomination, confirmation, promotion or increase of salary upon the consideration or condition that the vote or political influence or action of the last named person or any other shall be given or used in behalf of any candidate, officer or party, or upon any other corrupt condition or consideration.

SEC. 29. **Auditing Officer.** No accounting or auditing officer shall allow the claim of any public officer for services of any deputy or other person employed in the public service in violation of the provisions of this act.

SEC. 30. **Appointments and Removals to be Certified to the Comptroller.** The Commission shall certify to the Comptroller or other auditing officers, all appointments to offices and places in the classified civil service, and all vacancies occurring therein, whether by dismissal or resignation or death, and all findings made or approved by the Commission under the provision of section twelve of this act, that a person shall be discharged from the classified civil service.

SEC. 31. **Comptroller to Pay Salaries Only After Certification.** No Comptroller or other auditing officer of a city which has adopted this act shall approve the payment of, or be in any manner concerned in paying any salary or wages to any person for services as an officer or employe of such city, unless

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such person is occupying an office or place of employment according to the provisions of law and is entitled to payment therefor.

SEC. 32. **Paymasters, etc., to Pay Salaries Only After Certification.** No paymaster, treasurer, or other officer or agent of a city which has adopted this act shall willfully pay, or be in any manner concerned in paying any person any salary or wages for services as an officer or employe of such city, unless such person is occupying an office or place of employment according to the provisions of law and is entitled to payment therefor.

SEC. 33. **Compelling Testimony of Witnesses.** Production of Books and Papers. Any person who shall be served with a subpœna to appear and testify or to produce books and papers, issued by the Commission or by any Commissioner or by any board or person acting under the orders of the Commission in the course of an investigation conducted either under the provisions of Section 12 or Section 14 of this act, and who shall refuse or neglect to appear or to testify, or to produce books and papers relevant to said investigation, as commanded in such subpœna, shall be guilty of a misdemeanor, and shall, on conviction, be punished as provided in Section 34 of this act. The fees of witnesses for attendance and travel shall be the same as the fees of witnesses before the Circuit Courts of this State, and shall be paid from the appropriation for the expenses of the Commission. Any Circuit Court of this State, or any Judge thereof, either in term time or vacation, upon application of any such Commissioner, or officer or board, may in his discretion compel the attendance of witnesses, the production of books and papers, and giving of testimony before the Commission, or before any such Commissioner, investigating board or officer, by attachment for contempt or otherwise in the same manner as the production of evidence may be compelled before said court. Every person who, having taken an oath or made affirmation before a Commissioner or officer appointed by the Commission, authorized to administer oaths, shall swear or affirm willfully, corruptly and falsely shall be guilty of perjury, and upon conviction shall be punished accordingly.

SEC. 34. **Penalties.** Any person who shall willfully, or through culpable negligence, violate any of the provisions of

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this act, or any rule promulgated in accordance with the provisions thereof, shall be guilty of a misdemeanor, and shall, on conviction thereof, be punished by a fine of not less than fifty dollars and not exceeding one thousand dollars, or by imprisonment in the county jail for a term not exceeding six months, or both such fine and imprisonment in the discretion of the court.

SEC. 35. **Penalties—Disqualification to Hold Office.** If any person shall be convicted under the next preceding section, any public office or place of public employment which such person may hold shall, by force of such conviction, be rendered vacant, and such person shall be incapable of holding any office or place of public employment for the period of five years from the date of such conviction.

SEC. 36. **What Officers to Prosecute.** Prosecutions for violations of this act may be instituted either by the Attorney General, State's Attorney for the county in which the offense is alleged to have been committed, or by the Commission, acting through special counsel. Such suits shall be conducted and controlled by the prosecuting officers who institute them, unless they request the aid of other prosecuting officers.

SEC. 37. **Repeal.** All laws or parts of laws which are inconsistent with this act, or any of the provisions thereof, are hereby repealed.

SEC. 38. **Adoption.** The electors of any city now existing or hereafter existing in this State, may adopt and become entitled to the benefits of this act in the following manner: Whenever one thousand of the legal voters of such city, voting at the last preceding election, shall petition the Judge of the County Court of the county, in which such city is located, to submit to a vote of the electors of such city the proposition as to whether such city and the electors thereof shall adopt and become entitled to the benefits of this act, it shall be the duty of such County Court to submit such proposition accordingly at the next succeeding general state, county or city election, and if such proposition is not adopted at such election the same shall in a like manner be submitted to a vote of the electors of such city by such County Court upon like application at any general state, county or city election, thereafter, and an order

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shall be entered of record in such County Court submitting such proposition as aforesaid.

If one thousand shall exceed one-eighth of the legal voters of any such city voting at the last preceding election, then such petition or application need not be signed or made by more than one-eighth of the legal voters of such city voting at the last preceding election.

SEC. 39. **Notice of Election.** The Judge of such County Court shall give at least ten days' notice of the election at which such proposition is to be submitted by publishing such notice in one or more newspapers published within such city for at least five times, the first publication to be at least ten days before the day of the election; and if no newspaper is published in such city, then by posting at least five copies of such notice in each ward at least ten days before such election. Such election shall be held under the election law in force in such city, except as herein otherwise provided. The proposition so to be voted for shall appear in plain, prominent type at head of every ticket and preceding the names of persons to be voted upon for any office at such election. If a majority of the votes cast upon such proposition shall be for such proposition this act shall thereby be adopted by such city, and the Mayor shall thereupon issue a proclamation declaring this act in force in such city.

SEC. 40. **Emergency.** Whereas, an emergency exists for the immediate taking effect of this act, therefore it shall be in force from and after its passage.

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CIVIL SERVICE RULES.

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APPENDIX B.

CIVIL SERVICE RULES

AS

AMENDED AND CHANGED

AND

IN EFFECT JANUARY 10TH, 1902.

RULE I.

CLASSIFICATION.

SECTION 1. **Classified Service.** Under and pursuant to Section 3 of the Civil Service Act, the Civil Service Commissioners of the City of Chicago do hereby classify all the offices and places of employment in said city except as specified in such Act as follows:

For detail of classification see Folio 41 to 68 of fourth annual report.

And all other positions and places of employment in the City of Chicago not specially exempted by Section 11 of the Civil Service Act, and all the above offices or occupations, whether under a different title or under a different rate of compensation.

SEC. 2. **Classes of Service.** The offices and places of employment are divided into three classes, viz:

CLASS A—OFFICIAL SERVICE.

CLASS B—SKILLED LABOR SERVICE.

CLASS C—LABOR SERVICE.

For classification of Board of Education see Minutes February 10, 1899.

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RULE II.

DIVISIONS AND GRADES.

SECTION 1. **Official Service.** The Official Service shall be divided into divisions as follows:

DIVISIONS.

Division A: MEDICAL SERVICE.—All positions, the duties of which require knowledge of the profession of medicine, or of some branch thereof.

Division B: CIVIL ENGINEERING.—All positions, the duties of which require knowledge of the profession of civil engineering, or of some branch thereof.

Division C: CLERICAL SERVICE.—All positions of Clerks and other persons of whatever designation, rendering service as copyists, recorders, bookkeepers, stenographers, pages, messengers or any clerical, recording or similar service, whether paid by time for work done, or by the piece, or in any other way.

Division D: POLICE SERVICE.—All positions in the uniformed force of the Police Department.

Division E: ELECTRICAL SERVICE.—All positions, the duties of which require special knowledge of electricity, in some form of its application.

Division F: FIRE SERVICE.—All positions in the uniformed force of the Fire Department.

Division G: LIBRARY SERVICE.—All positions connected with the administration of public libraries.

DIVISION H: BRIDGE SERVICE.—All positions connected with the care and operation of bridges.

Division I: INSPECTION SERVICE.—All positions, the duties of which relate to inspection, whether of work done, material furnished, or other matters.

Division J: JANITOR AND ELEVATOR SERVICE.—All positions connected with the care and operation of buildings.

Division K: MISCELLANEOUS SERVICE.—All the offices and places of employment in the Official Service, whatever the character and designation of the same may be, which are not included in any of the foregoing divisions of the Official Service.

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SEC. 2. **Labor Service.** The Labor Service shall be divided into districts to correspond with the Wards in the City and a separate eligible register shall be kept of laborers residing in each of said districts and for each of the following groups, to-wit:

GROUP 1. BUREAU OF ENGINEERING.

GROUP 2. BUREAU OF WATER.

GROUP 3. BUREAU OF STREETS.

GROUP 4. BUREAU OF SEWERS.

GROUP 5. ALL LABORERS NOT OTHERWISE GROUPED.

SEC. 3. **Grades.** The grades shall be uniform in all classes and divisions and based upon compensation, as follows:

1st Grade, less than $800.00 per annum.

2d Grade, $800.00 or more, and less than $1,000.00 per annum.

3d Grade, $1,000.00 or more, and less than $1,200.00 per annum.

4th Grade, $1,200.00 or more, and less than $1,400.00 per annum.

5th Grade, $1,400.00 or more, and less than $1,600.00 per annum.

6th Grade, $1,600.00 or more, and less than $1,800.00 per annum.

7th Grade, $1,800.00 or more, and less than $2,100.00 per annum.

8th Grade, $2,100.00 or more, and less than $2,500.00 per annum.

9th Grade, $2,500.00 or more, and less than $3,000.00 per annum.

10th Grade, $3,000.00 or more per annum.

SEC. 4. **Change of Compensation.** Increasing the compensation of any position in the Classified Service, whereby the grade of such position as established by the classification is changed, whether done by ordinance or otherwise, shall not affect the tenure of the incumbent of such office or place of

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employment, unless in the opinion of the Commission such change shall involve a change in duties requiring a different examination.

RULE III.

APPLICATIONS.

SECTION 1. **Citizenship and Residence.** No person shall be admitted to examination for any position in the Classified Service who is not a citizen of the United States, and who has not been an actual resident of the City of Chicago for at least one year next preceding the date of examination.

SEC. 2. **Age.** Except as provided for the Police and Fire Departments no person will be admitted to examination for a position in the Classified Service who is less than twenty years of age at the date of the examination, except that applicants for positions of pages and messengers must not be less than seventeen years of age at the date of examination, and that applicants for minor positions, such as errand boys, water carriers, etc., must not be less than fifteen years of age.

SEC. 3. **Waiver of Local Residence in Special Examinations.** In special examinations for any place requiring technical, professional, or scientific knowledge, or manual skill of a high order, the Commission may waive the requirement of residence in the City of Chicago, fixed in section one of this rule.

SEC. 4. **Application, How Made.** Application for admission to examination shall be made on blanks in such form and manner and supported by such certificates of persons acquainted with the applicant, as the Commission may prescribe. These blanks will be furnished to applicants for examination.

In the Skilled Labor Service the applicants will be required to produce a certificate from some competent person or persons in the same trade or occupation, of the applicant's ability to do the special kind of work in which he desires to be employed, and in the case of mechanics that they have served not less than four years at their respective trades.

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SEC. 5. **Character and Fitness of Applicants.** Every applicant must be of good moral character, of temperate habits, of sound health, and must be physically able to perform the duties of the position applied for.

Proof at any time produced to the Commission of the bad character or dissolute habits of an applicant or eligible, of any criminal or disgraceful act committed by him, or of dismissal for good cause from the public service, shall be deemed sufficient cause to exclude said applicant from examination, or for removal from a register of eligibles after examination.

SEC. 6. **Effect of False Statements.** A false statement knowingly made by any person in an application for examination, connivance at any false statement made in any certificate which may accompany such application, or complicity in any fraud touching the same, shall be regarded as good cause for exclusion from the register of eligibles, or for removal or discharge during probation, or thereafter; but no person shall be removed from a register of eligibles, or from the service, under this section, until an opportunity has been given him to be heard by the Commission. A record shall be kept of the finding of the Commission, showing the vote thereon, and the reason therefor.

SEC. 7. **Defective Applications.** A defective application will be returned to the applicant and opportunity given for amendment; but whenever the application shows that the applicant is not qualified for examination under these rules the application will be placed on file.

SEC. 8. **Applications Not to Be Returned.** Applications and accompanying certificates not returned for correction will remain on file in the office of the Commission, and under no circumstances be returned to applicants.

SEC. 9. **Limited Numbers to Be Examined.** The Commission may limit the number of applications to be received for any office or position according to the needs of the service; but in all cases applicants shall be admitted to examination in the order in which their applications in due form have been filed.

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RULE IV.

EXAMINATION.

SECTION 1. **Subjects of Examination.** The subjects of examination shall be designated by the Commission, and shall be such as the needs of the service require and such as tend to prove the qualifications of the applicant for the office or position sought, and may include special tests of fitness for any particular place requiring technical, professional or scientific knowledge, or manual skill.

SEC. 2. **How Graded.** Proficiency in any subject shall be credited in grading the standing of the person examined, in proportion to his knowledge of such subject in the branch or part of the service which the applicant seeks to enter, and of physical qualifications and health. The relative weight of each subject shall be fixed by the Commission.

SEC. 3. **Averages.** The name of no person shall be entered on a register of eligibles whose standing, upon a just grading in the examinations, shall average less than seventy per centum of complete proficiency in the subjects of the examination, taken as a whole, or whose standing shall be less than such minimum mark as may be fixed by the Commission for any part thereof, except that in case of laborers, Class C, they shall be entered on the eligible register without regard to averages.

SEC. 4. **Physical Examination.** The Commission shall select physicians in the service of the City, or shall appoint other physicians or competent experts for the purpose of determining the physical qualifications and health of all applicants for the Police and Fire Departments. The results of such examinations shall be certified on blanks furnished by the Commission. But in regard to the balance of the Classified Service, the judgment of the examiners shall be sufficient.

SEC. 5. **Method of Examination and Marking.** All questions used in any examination shall be first approved by the Commission. All examinations shall be conducted under the supervision of the Commission. The same series of examination papers shall not be used the second time.

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For examination in Class B and C the Commission shall determine whether the examination shall be written or oral or both.

The Commission will decide as occasion may require in which class and division any particular office or place of employment shall belong.

SEC. 6. **Fraud in Examination.** Any person or persons who shall at any examination, by themselves, or in co-operation with one or more other persons, deceive any of the examiners by making any false representations regarding themselves or any of the applicants, by impersonating somebody else or by allowing somebody else to impersonate them, or who uses or aids somebody else in using, any information surreptitiously obtained, or who uses or aids somebody else in using any memoranda printed or written, whereby an advantage is obtained over other competitors at such examination, shall, upon conviction before the Commissioners, after having had a chance to be heard in his own defense, be discharged from the public service and his name be stricken from the registers, and he shall not be permitted to take part in any examination for the period of one year. Upon prima facie evidence coming before the Commissioners, they may suspend the accused until investigation has been made on the demand of the accused.

SEC. 7. **Subjects and Weights in Official Service.** The Commission hereby designates that the subjects, and weights thereof, in original examinations for admission to positions in the official service shall be as follows. All examinations to be in writing.

DIVISION A.—MEDICAL SERVICE.

		Weights.
1.	Penmanship (as shown in examination papers)	1
2.	Spelling	1
3.	Arithmetic	1
4.	Letter Writing	1
5.	Technical knowledge required for the position to be filled	4
6.	Experience tending to qualify applicant for that position	2
	Total of Weights	10

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For positions above Grade 2 in Division A, the subjects of Penmanship, Spelling and Letter Writing may be eliminated and a report upon an assumed state of facts may be substituted in their stead, and given a weight of 3, the weights of the other subjects remaining the same as in Grades 1 and 2.

Applicants for positions requiring special knowledge of the theory and practice of Medicine, in Division A, must present satisfactory evidence that they are duly authorized by the laws of the State of Illinois to practice medicine.

DIVISION B.—CIVIL ENGINEERING SERVICE.

		Weights.
1.	Penmanship	1
2.	Spelling	1
3.	Letter Writing	1
4.	Mathematics	3
5.	Technical knowledge required for the position to be filled	4
	Total of Weights	10

For positions above Grade 2 in Division B, the subjects of Penmanship, Spelling and Letter Writing may be eliminated and a report upon an assumed state of facts substituted therefor and given a weight of 3, the weights of the other subjects remaining the same as in Grades 1 and 2. Experience may be added with a weight of 3.

DIVISION C.—CLERICAL SERVICE.

		Weights.
1.	Penmanship (as shown in examination papers)	3
2.	Writing from dictation or copying rough draft	1
3.	Spelling	1
4.	Arithmetic	3
5.	Letter Writing (composition)	2
	Total of Weights	10

In case of positions for stenographers, bookkeepers and typewriters and other positions requiring special knowledge, in addition to the five obligatory subjects, questions will be asked covering the applicant's knowledge of these special subjects, and a weight of 5 will be given such subject.

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DIVISION D.—POLICE SERVICE.

		Weights.
1.	Spelling	1
2.	Penmanship	1
3.	Arithmetic	1
4.	Duties	6
5.	City information	1
	Total of Weights	10
	General average—	
	Physical qualifications	2
	Mental qualifications as above	1
	Total of Weights	3

DIVISION E.—ELECTRICAL SERVICE.

		Weights.
1.	Spelling	1
2.	Penmanship	1
3.	Letter Writing	1
4.	Mathematics	2
5.	Technical knowledge required for the position to be filled	4
6.	Experience tending to qualify the applicant for the position	1
	Total of Weights	10

DIVISION F.—FIRE SERVICE.

		Weights.
1.	Spelling	1
2.	Penmanship	1
3.	Arithmetic	1
4.	Duties	6
5.	City information	1
	Total of Weights	10

In examinations for engineers there shall be added to the above subjects the subject of experience as machinists, the weight of which shall be fixed by the Commission or Board of Examiners.

General average—	
Physical qualifications	2
Mental qualifications as above	1
Total of Weights	3

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DIVISION G.—LIBRARY SERVICE.

		Weights.
1.	Penmanship	2
2.	Spelling	2
3.	Arithmetic	1
4.	Letter Writing	2
5.	Knowledge required for position to be filled	3
	Total of Weights	10

DIVISION H.—BRIDGE CONSTRUCTION SERVICE.

		Weights.
1.	Spelling	1
2.	Penmanship	1
3.	Letter Writing	1
4.	Mathematics	2
5.	Technical knowledge required for the position to be filled	3
6.	Experience tending to qualify applicant for that position	2
	Total of Weights	10

DIVISION I.—INSPECTION SERVICE.

		Weights.
1.	Penmanship	1
2.	Spelling	1
3.	Arithmetic	2
4.	Letter Writing	1
5.	Knowledge required for the position to be filled	4
6.	Experience tending to qualify applicant for the position	1
	Total of Weights	10

DIVISION J.—JANITOR AND ELEVATOR SERVICE.

		Weights.
1.	Spelling	1
2.	Penmanship	1
3.	Letter Writing	1
4.	Arithmetic	1
5.	Duties	5
6.	Experience	1
	Total of Weights	10

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DIVISION K.—MISCELLANEOUS SERVICE.

The positions coming under Division K, being of a miscellaneous character, and the qualifications being necessarily varied, the weights and subjects in examinations shall be fixed by the Commission or Examining Board, but shall include the following subjects:

1. Spelling.
2. Penmanship.
3. Letter Writing.
4. Arithmetic or Mathematics.
5. Technical knowledge required for the position to be filled.
6. Experience tending to qualify the applicant for that position.

Division K shall comprise positions in mechanical engineering, for which positions the subjects and weights shall be as follows:

		Weights.
1.	Spelling	1
2.	Penmanship	1
3.	Letter Writing	1
4	Arithmetic or Mathematics	1
5.	Technical knowledge required for the position to be filled	4
6.	Experience tending to qualify the applicant for that position	2
	Total of Weights	10

Practical tests may be given in addition to the subjects hereinbefore mentioned in any examination in the discretion of the Commission or Examining Board.

The Commission or Examining Board may in any examination add other subjects to those hereinbefore designated and shall fix the weights and values of the same.

SEC. 8. **Subjects and Weights in Skilled Labor Service.** The Commission designates that the subjects and weights thereof in examinations for admission to the Skilled Labor Service shall be as follows:

		Weights.
1.	Technical knowledge	2
2.	Practical test (when practicable)	2
3.	Experience qualifying the applicant for the position	1
	Total of Weights	5

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In cases of positions for assistant foremen and other positions requiring the making of reports, the subjects of Spelling and Arithmetic shall be added to the above subjects and each given a weight of one.

The Commission or Examining Board may, in any examination, add other subjects to those hereinbefore designated, and shall fix the weights and values of the same.

SEC. 9. **Examination of Laborers.** Upon filing an application duly filled out and signed by the applicant with his name or mark, together with the required certificates of his habits as to industry and sobriety duly filled out and executed, the Commission will number the application in the order of its receipt. The application papers must be presented in person in order that the applicant may at the time undergo a physical examination by the examiner who receives the application.

Before making an eligible register due notice, as required under Section 7, of the Civil Service Act, will be given of such intention on the part of the Commission in order that full opportunity may be given to those who so desire to file applications. At the legal expiration of such notice all applications on file shall be placed on an eligible register except such as are disqualified. The position of laborers on the eligible register shall be determined by lot. The Secretary shall appoint two of the examiners in the office of the Commission, whose duty it shall be to place all applications for each group or district for which an eligible register is to be made in a proper box or wheel, from which one application at a time shall be impartially drawn and numbered, until all the applications are so drawn, and the names shall be entered on the eligible register in the order in which they are so drawn.

SEC. 10. **Grouping of Grades.** Any two or more of the grades herein established in any division may be grouped together and treated as one grade for the purpose of facilitating examinations for original entrance to the service or for promotion therein. Such action shall be taken only by a vote in the affirmative of all three Commissioners, and a record thereof shall be made in the minutes of the proceedings of the Commission. Action so taken shall remain in force until rescinded or

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amended at some subsequent meeting of the Commission by vote of all three Commissioners, and record of the same shall be made in the proceedings of the Commission.

RULE V.

REQUISITION AND CERTIFICATION.

SECTION 1. **Filling of Vacancies.** Whenever a vacancy is to be filled in the Classified Service, the appointing officer shall make a requisition upon a form prescribed by the Commission for the certification to him of the name of an eligible. The Commission shall, unless the place is to be filled by promotion, certify to him the name of the person who stands highest on the appropriate register of eligibles, and such person shall be appointed. The certification shall be from that list of eligibles which, by reason of the examination held, shall, in the judgment of the Commission, nearest conform to the requirements of the position to be filled.

The person so certified must report for duty within 5 days from the date of the certification, and failing to so report the name of said person shall be removed from the eligible register; provided, however, that if within 30 days from said date the person furnishes satisfactory reasons to the Commission, his name may be restored to the eligible register.

SEC. 2. **Sex.** In case the requisition of any statute or ordinance shall specify sex, those of the sex specified shall be certified; otherwise, sex shall be disregarded in certification.

SEC. 3. **Waiver of Certification.** An eligible may, when his name is reached for appointment, waive certification or decline an appointment tendered, upon giving reasons satisfactory to the Commission, without losing his position upon the register. If reasons assigned are not satisfactory to the Commission, or the eligible refuses to accept an appointment tendered, then his name shall be removed from the eligible register.

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No eligible who has been certified to a position for which he has taken an examination shall be permitted to waive the same more than twice.

All waivers must be filed with the Commission within five days from the date of certification. In the absence of such waiver the eligible shall be removed from the register and the next man certified in his place. If, within thirty days from the date of the certification, the eligible so removed furnishes to this Commission good and sufficient reasons for his failure to report, he may be restored to the waiting register. But in the absence of any such excuse his separation at the expiration of said thirty days shall be final.

No waiver of an original certification or of a reinstatement, whether continuous or not, shall be permitted for a period longer than one year. At the expiration of said one year, the Secretary shall remove the name of said eligible from the list and report the same to the Commission.

An eligible who has waived a certification to a position for which he did not take the examination, shall be re-certified to a position for which he did take examination when a vacancy occurs without being compelled to withdraw his waiver, and a waiver in said instance shall not operate to remove him from the eligible register.

SEC. 4. **Report from Department.** Whenever the name of an eligible has been certified by the Commission, the head of the department to which the name of the eligible has been sent must report to said Commission within five days from the time of certification whether such person has been put to work, and if not, to give reasons therefor in writing. In case such report is not made within the specified time, the person holding the position for which the eligible has been certified, shall be marked on the books of the Commission as not entitled to pay from the City after the date of such certification.

SEC. 5. **Completion of Certification.** No certification shall be considered complete until after the lapse of five days from the date thereof, and if for any reason a certification is returned as not needed then the party so certified and returned shall be recertified against the one next below him on the eligible register if in the meantime such lower eligible has been certified.

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SEC. 6. **Duties Rather Than Name to Be Considered.** In certifying to requisitions, the duties of the position to be filled, rather than the name by which it is called, shall be considered, and it shall be the duty of the Commission to inquire into the requirements of the position for which a requisition has been made and to certify from that list of eligibles which shall, in its judgment, nearest conform to the requirements of the position to be filled.

SEC. 7. **Certification from More than One Register.** An employe of the Official or Skilled-Labor Service, who leaves a position for the purpose of accepting employment by certification from another eligible register, shall be permanently separated from the register from which he was before certified. This shall not apply to the common labor service.

RULE VI.

APPOINTMENT.

SECTION 1. **Vacancies, How Filled.** Vacancies in the Classified Service, if not filled by promotion, shall be filled by requisition and certification as provided in Rule V. The appointment shall be on probation for a period of six months. At the end of this period, if the conduct and capacity of the person appointed have been satisfactory, the appointment shall be deemed complete, but the appointing officer may complete the appointment at any time after the expiration of two months, by certifying such completion to the Commission.

SEC. 2. **Incompetent Probationers.** If any probationer shall, upon a fair trial, be found incompetent or disqualified for the performance of the duties of the position he is filling, the appointing officer shall certify the same in writing to the Commission. Upon the approval of the Commission such probationer shall be dropped from the service.

SEC. 3. **Restoration to Register of Eligibles.** Should the work for which a probationer has been certified prove temporary, and he be laid off without fault or delinquency on his part

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before his time of probation is completed, his name shall be restored to its proper position upon the register of eligibles and the term he has served shall be credited to him on his probationary period.

SEC. 4. **Assignment to Duty.** All persons appointed to, or promoted in the Classified Service, shall be assigned to and perform the duties of the position to which appointed or promoted. In case of exigency an employe may be temporarily assigned without extra pay to other than his regular duties. But no such assignment shall be for a period of more than ten days without the consent in writing of the Commission thereto.

SEC. 5. **Annexation of New Territory.** Upon the annexation of any territory to the City of Chicago, persons then in the regular employment of the municipal government or school authorities which theretofore exercised jurisdiction over the territory so annexed, performing public service within such annexed territory, shall be eligible for temporary appointment to positions like those they held respectively, such temporary appointment to remain in force not exceeding sixty days, and until regular appointments can be made under the provisions of the Civil Service law, from eligible registers resulting from examinations in which citizens of such annexed territory have an opportunity to participate.

RULE VII.

PROMOTION.

SECTION 1. **Method of Promotion.** *a.* Promotions in the Classified Service shall be based on ascertained merit and seniority of service, and shall be from rank to rank or grade to grade in the same line or character of work to be determined by the Commission, and shall be made upon voluntary, competitive examination.

b. Promotion examinations shall be held for all positions above the lowest within divisions, departments or bureaus, jointly or singly, wherever the next lower rank or grade shall

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be constituted of at least two eligible persons, and competition in such examinations shall be limited to the members of such next lower rank or grade (represented in that portion of the service within which examination is being held), and all applicants who reach the minimum general averages provided in Section 8, of Rule VII, shall be placed on an eligible register for promotion.

c. If the said next lower rank or grade shall not be constituted of two or more persons, or if at such examinations there shall not be two eligible persons in such lower rank or grade desiring to submit themselves to such examination, or if no applicant shall pass such examination, then an original examination, public, competitive and free to all persons in the Classified Service and to all citizens of the United States (subject, however, to the provisions of Rules III, X and XI), shall be held immediately, due publication being first made.

d. From such original examinations an eligible list shall be made as provided in these rules, but if, after sixty days from the holding of such examination, any requisition shall be received to fill a vacancy in any position covered by such original examination and there shall then be persons competent and desirous of taking a promotion examination for such position, then such a promotion examination shall be held as hereinbefore provided, and if any person, or persons, shall qualify for the position for which certification is to be made, upon such promotion examination, such person, or persons, shall be certified for the promotion, but if no person shall qualify upon such promotion examination, certification shall be made from the eligible list obtained upon said original examination. Temporary appointments, not exceeding the limit provided by law, may be granted to fill vacancies pending the completion of such promotion examination.

e. The eligible lists, obtained from such original and promotion examinations, respectively, shall be retained for two years, and until a new list or lists are obtained, certifications therefrom to be first from the promotion list, and, when that is exhausted, then from the original list.

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SEC. 2. **Board of Promotion.** Boards of promotion may be appointed by the Commission wherever they deem best. Each Board shall consist of not less than three members not all of whom shall be of the same political party. The Commission may, from time to time, change the membership of such Boards, or the Commission may act in the place of such a Board.

SEC. 3. **Duties of Boards of Promotion.** Whenever requested by the Commission, it shall be the duty of such Boards, under the supervision of the Commission, to prepare and mark, or to assist the Commission, or the other examiners in preparing and marking the papers for promotion examinations, and to perform such other appropriate duties in connection therewith as may be assigned to them by the Commission.

SEC. 4. **Applications and Notices.** Applications must be recorded by the applicant in person in a book provided for that purpose in the office of the Commission, at least three whole days before the date fixed for the examination.

Notice of examinations for promotion will be published as the law directs, and notice will also be posted in the office of the Commission and in the office of the department or bureau in which the promotions are to be made, giving date and character of examinations and defining who are eligible to take the same.

SEC. 5. **Time of Service.** No person shall be examined for promotion from any grade in the Classified Service until he has served at least one year in such grade, and no person shall be examined for promotion to the rank of lieutenant in Division F (Fire Department) until he shall have served at least four years as a member of the department, and the year of such service immediately preceding the examination shall have been as a pipeman or truckman.

SEC. 6. **Character of Examinations.** The examinations for promotion shall be practical in character and shall consist of the same subjects and weights as hereinbefore provided for original examinations for the same positions, except that the subject of efficiency shall be substituted for experience and the weights

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of the subjects of technical knowledge or duties and efficiency shall each have a weight equivalent to at least one-half the sum of the weights of all other subjects; seniority of service shall also receive credit according to Section 7 of this rule. When deemed appropriate by the Commission promotion examinations shall also include tests of physical qualifications and health and of manual skill.

Practical tests may be given in addition to the subjects hereinbefore mentioned in any examination in the discretion of the Commission or Examining Board.

The Commission or Examining Board may in any examination add other subjects to those hereinbefore designated and shall fix the weights and values in the same.

SEC. 7. **Credit, How Given.** In all examinations for promotion, the length of previous service and the efficiency of the applicant shall be given due weight. The credit to be given for efficiency will depend upon the manner in which the records showing the same have been kept in the office in which the applicant has served. If so kept as to faithfully show a record of his punctuality, industry and meritorious conduct high credit will be given such records. The marks for efficiency to be used in determining the general average of competitors in promotion examinations will be the general averages of the marks shown by the records, or given to the records, or other evidences of efficiency, by the Commission or Board of Promotion or Examiners, for the six months next preceding the examination.

The credits given to efficiency in the Police and Fire Departments, shall consist of the balance after deducting the demerits shown in the records of the Trial Board, such demerits to be valued by the Commission or Board of Promotion or Examiners.

Credit in the subject of seniority shall be given as follows: 3 for each full year of the first ten years of service; 2 for each of the next ten years, and 1 for each full subsequent year, whether such service has been continuous or not. In arriving at the general average the subject of seniority shall not be used as a divisor.

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SEC. 8. **Grading of Competitors.** Each competitor shall be graded on a scale of 100, according to the general average determined by the markings, and no competitor who fails to attain a general average of 70 per centum of complete proficiency in the subjects of the examinations taken as a whole, and of such minimum mark as may be fixed by the Commission for any part thereof, shall be deemed eligible for promotion.

SEC. 9. **Priority of Certification.** In certifying from the registers for promotion, when two or more eligibles have the same general average, preference in certification shall be given in the order of seniority of service.

SEC. 10. **Making of Certification.** Upon requisition of an appointing officer the Commission shall certify the name of the person standing highest on the promotion eligible register, but in case there be more than one person on said register, then the Commission shall certify the group standing highest on said register, (not including those who are ineligible to certification as in this section hereinafter provided,) said group not to exceed three in number, and from said group the appointing officer must appoint one for the promotion. No name shall be certified more than three times within any period of three consecutive months.

No person shall be certified from a promotion list who has, for one year next preceding the date of the certification, been in employment other than that of the City.

SEC. 11. **System of Rank.** In Division "D" and "F" (Police and Fire Departments), the rank and official designation, as established by ordinance or usage, may be recognized, and when promotions from rank to rank are not in conformity with the grading as herein established, the Commission may base examinations for promotion upon the system of rank as existing, or as may be established by law in those two divisions.

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RULE VIII.

REMOVAL.

SECTION 1. **Removals, How Made.** Charges under Section twelve (12) of the Act, against any person holding an office or place of employment in the Classified Service of the City, may be filed by the appointing officer or head of the department in which the person against whom such charges are made is employed. Such charges shall be investigated by or before the Commission or by or before some officer or board appointed by the Commission to conduct such investigation.

The Commission shall cause notice in writing to be personally served upon the accused or to be mailed to him at his own address, as shown by the records in the office of the Commission, stating the time (which shall not be less than five days after the service or mailing of such notice) and place, when and where such charges will be investigated, and shall give the accused an opportunity to be heard in his own defense at such investigation.

The findings and decision of the Commission (or of the officer or board so appointed by the Commission, when approved by the Commission) shall be certified to the appointing officer or head of the department and shall be forthwith enforced by him.

Charges may be filed under said Section twelve (12) against any one holding an office or place of employment in the classified service of the city, by any person other than an appointing officer or head of a department, whereupon the Commission may in its discretion investigate such charges or cause the same to be investigated by some officer or board appointed by the Commission, and the findings and decision of the Commission (or of such officer or board appointed by the Commission, when approved by the Commission) shall be certified to the appointing officer or head of the department and shall be forthwith enforced by such officer.

Notice and opportunity to be heard shall be given the accused in such cases as is required in cases of charges filed by

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the appointing officer or head of a department. Pending such investigations the appointing officer or head of a department may suspend the accused for a reasonable period not exceeding thirty (30) days.

Nothing in this section shall be construed to require such charges or investigation in cases of laborers or persons having the custody of public money for the safe keeping of which another person has given bonds.

RULE IX.

REPORTS TO BE MADE.

SECTION 1. **Appointing Officers to Report.** For the purpose of certification to the Comptroller for the payment of salaries, as required by Section 30 of said Act, and in order that the Commission may keep proper record of changes in the service, each appointing officer shall immediately report to the Commission, as required by Section 13 of said Act:

a. Every probational or temporary appointment made by him.

b. Every refusal or neglect to accept an appointment under him by a person who has been duly certified.

c. Every change in the compensation of any officer or employe serving under him.

d. Every suspension and reinstatement made by him of any officer or employe.

e. Every separation from the service under him, and whether the separation was caused by dismissal, resignation, or death, or any other cause.

SEC. 2. **Change or Abolition of Office or Compensation.** When any office or place of employment is created or abolished, or the compensation attached thereto altered, the officer or board making such change shall immediately report it, in writing, to the Commission.

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SEC. 3. **Civil List.** A list to be known as the Civil List of the City of Chicago shall be kept in the office of the Commission, to contain the name of every person employed in, or receiving compensation in, the Classified Service. The list shall show respecting every officer and employe: The title of his office, the time he has held such office, the time he has been in the service of the City of Chicago, and the places in that service he has filled.

SEC. 4. **Payments of Salaries.** As provided in Section 31 of said Act, no payment in compensation for services rendered, after the taking effect of these rules, can be made by the City, or any of its officers, to a person holding a position in the Classified Service until it appears either that he was employed in such position before these rules took effect, or that he has been employed under the provisions of the same, and is holding his position in accordance therewith.

RULE X.

POLICE DEPARTMENT.

SECTION 1. **Original Appointment.** All original appointments on the police force shall be as second-class patrolmen. Every applicant for the uniformed police force, in addition to the requirements specified in Section 1, of Rule III, must, at the time of such application, be between twenty-one and thirty-five years of age, not less than five feet seven inches in height (in his bare feet), and of a weight which shall fall within the limits below prescribed, and have a quiescent chest measurement of not less than the figures given below. Provided, however, that applicants who have had previous experience in said department, and who were separated therefrom without fault or delinquency on their part, may deduct from their actual age one year for every full year's service in said department, whether such service has been continuous or not, but no such applicant shall be admitted to any examination for patrolman if his actual age exceeds fifty years.

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POLICE SCHEDULE.

Height.	Minimum Weight.	Maximum Weight.	Minimum Circumference of Chest, Quiescent.
5 feet 7 inches.	140 pounds.	180 pounds.	34 inches.
5 " 8 "	145 "	185 "	35 "
5 " 9 "	150 "	190 "	35½ "
5 " 10 "	155 "	195 "	36 "
5 " 11 "	160 "	205 "	37 "
6 "	165 "	210 "	37½ "
6 " 1 "	170 "	215 "	38 "
6 " 2 "	175 "	225 "	39 "
6 " 3 "	180 "	230 "	40 "
6 " 4 "	185 "	235 "	41 "

NOTE.—A modification of the chest measurement required in this schedule may be allowed as follows:

To an applicant whose height is between 5 feet 9 inches and 6 feet, a reduction of 1 inch or any fraction thereof.

To an applicant whose height is 6 feet or over, a reduction of 1½ inches or any fraction thereof.

Provided, that in each case the applicant shall have a chest expansion of 3 inches or more.

The applicant must successfully pass such physical examination as shall be prescribed by the Commission.

SEC. 2. **Detective Bureau.** For the purpose of examination and certification, the detective bureau of the Police Department shall be considered separate from the Police Department in general, but transfers from one bureau to another in the Police Department may be made within the same grade upon obtaining the consent of the Commission in writing, subject to Police Schedule in Section 1.

For the purpose of promotion, the detective bureau shall be part of the police force.

SEC. 3. **Reduction in Rank.** In order to maintain discipline and promote efficiency in the Police Department, the Police Trial Board Committee may, after having heard the officer concerned in his own defense, reduce in rank to the extent of one grade, any officer in the Police Department. Such action shall be reported in writing to the Civil Service Commission, together with the reasons therefor and the evidence upon which it is based; and if such action is approved in writing by the Commission the reduction shall be final, not otherwise. An officer so reduced in rank shall not be restored except by general promotional examination.

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RULE XI.

FIRE DEPARTMENT.

SECTION I. All original appointments to the uniformed force of the Fire Department, shall be made to the lowest grade in the several branches of said service, and advancement to the higher grades shall be by promotion, in accordance with the provisions of Rule VII. Every applicant, in addition to the requirements specified in Rule III, must, at the time of the examination, be between the ages of twenty-one and thirty-three years, not less than five feet seven inches in height (in bare feet), and his weight and circumference of chest must be in accordance with the following table; provided, however, that applicants who have had previous experience in said department, and who were separated therefrom without fault or delinquency on their part, may deduct from their actual age any time not exceeding five years, during which they have continuously served in said department.

FIRE SCHEDULE.

Height.	Minimum Weight.	Maximum Weight.	Minimum Circumference of Chest, Quiescent.
5 feet 7 inches.	140 pounds.	180 pounds.	34 inches.
5 " 8 "	145 "	185 "	35 "
5 " 9 "	150 "	190 "	35½ "
5 " 10 "	155 "	195 "	36 "
5 " 11 "	160 "	200 "	37 "
6 "	165 "	210 "	37½ "
6 " 1 "	170 "	215 "	38 "
6 " 2 "	175 "	225 "	39 "
6 " 3 "	180 "	230 "	40 "
6 " 4 "	185 "	235 "	41 "

NOTE.—A modification of the chest measurement required in this schedule may be allowed as follows:

To an applicant whose height is between 5 feet 9 inches and 6 feet, a reduction of 1 inch or any fraction thereof.

To an applicant whose height is 6 feet or over, a reduction of 1½ inches or any fraction thereof.

Provided, that in each case the applicant shall have a chest expansion of 3 inches or more.

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There shall be a difference of at least two inches between forced and full inspiration.

The applicant must successfully pass such physical examination as shall be prescribed by the Commission.

SEC. 2. **Reduction in Rank.** The Fire Trial Board shall have the same powers in the Fire Department as conferred by Section 3, Rule X.

RULE XII.

TRANSFERS.

SECTION 1. **Within the Same Department Division or Grade.** Temporary transfers, for a period not exceeding thirty days, of persons from one position to another position in the same grade and same division of the service, and within the same department, may be made by the head of the department without notice to the Commission. Where such transfer is intended to be permanent, and the name thereafter to appear on a different pay-roll, then notice must be sent to the Commission, that entry of the same may be made upon its records, and its consent in writing obtained therefor.

SEC. 2. **To Another Division in Same Department.** Transfers, without examination, of persons from one division of the service to another division, but in the same grade and within the same department, may be made by the head of the department, upon giving due notice of the same to the Commission, and obtaining its consent in writing thereto. But no such transfer shall be made if there be eligibles for reinstatement or certification on an eligible register for the position to which transfer is requested.

SEC. 3. **To a Similar Position in Another Department.** Transfers, without examination, from a position in one department to a similar position in another department may be made on obtaining the consent in writing of the head of the department from which the transfer is desired, the request in writing

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of the head of the department to which such transfer is to be made, and the approval of the Commission in writing; provided, however, that such transfer must be within the same grade and division of the service.

RULE XIII.

REINSTATEMENT AND SEPARATION.

SECTION 1. **Method of Reinstatement.** Whenever a vacancy occurs in any department of the Classified Service the Commission shall, before any new certification is made from an eligible register reinstate in the same class, division and grade in which he was formerly employed, any person who has been appointed under its rules and after examination and who has been temporarily separated from the classified service, and his seniority of service shall be governed by the date of his original appointment; subject, however, to Rules IV and XIV as to waivers and leave of absence.

SEC. 2. **Holdovers.** The appointing officer has the right, in the Classified Service, to temporarily separate holdovers. Such holdover to be subject to reinstatement upon requisition from the appointing officer, at the discretion of the Commission, in the same position, division and grade from which separated. In no case, however, is a holdover subject to reinstatement if his separation has been continuous for a period of one year or more.

SEC. 3. **Order of Separations and Reinstatements.** Whenever, for lack of work or lack of funds or other necessary cause, it becomes necessary in any bureau to reduce the force in any employment within the Classified Service, the person last certified for such employment to such bureau from an eligible register shall be laid off first. When it is desired to increase the force in any bureau or department for any employment within the Classified Service, all eligibles then remaining upon an eligible register for such employment, and who are entitled to reinstatement at the time such increase is made shall be reinstated in the order of their original certification, regardless of the fact

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that such original certification may have been to another bureau or department than that in which the increase is made.

In case a certification is waived and appointment subsequently accepted, the seniority of the eligible who has waived will, under this rule, date from the date of certification which resulted in the appointment and not from the date of the certifications which have been waived.

SEC. 4. **Laborers.** Class C. In the Labor Service, Class C, priority of certification shall be confined to Wards and to each group in each Ward, so that seniority of service shall confer no advantage over anybody except those in the same group and Ward. No transfers or reinstatements from one group or district to another group or district shall be made if there be eligibles for reinstatement in the group or district to which transfer or reinstatement is requested, but after all the eligibles have been so reinstated, then transfers and reinstatements from one to another group or district may be made, even though there be eligibles for new certification; but the seniority of service of persons reinstated from one to another group or district shall be governed by the date of such reinstatement and not by the original certification, the benefit of which will be lost.

In case of transfer from one group or ward to another group or ward priority there shall be governed by the date of such transfer and not by the date of original appointment, the benefit of which will be lost by such transfer.

RULE XIV.

GENERAL PROVISIONS.

SECTION 1. **Resignations.** Any officer or employe in the Classified Service who tenders his resignation to his superior officer shall not, after said resignation has been accepted by the head of the department and reported to this Commission, be allowed to withdraw said resignation or be reinstated, unless the

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application for such withdrawal is made within 30 days of the receipt of said report and only then upon the recommendation of the head of the department and the consent of this Commission.

SEC. 2. **Review of Papers.** No examination papers and no examination shall be subject to review by anybody after the posting of the eligible list except that the Commission may correct mistakes committed by any examiners or members of a Board of Promotion, on the unanimous request of the examiners or members of Boards of Promotion then living in Chicago, who have marked the papers in which the mistake occurred; provided, however, that no such correction shall be made after one year from the date of the posting of the eligible register in which the mistake occurred; and provided further that no person who has been certified from said eligible registers shall be disturbed by virtue of such correction.

SEC. 3. **Absence from Duty.** Any officer or employe in the Classified Service of the City, who shall absent himself from duty for the period of ten days without permission in writing from his superior officer, shall be considered as discharged from the service of the City. Such officer or employe may, within five days after such discharge, make an application in writing to this Commission for reinstatement, and the Commission shall thereupon give him a hearing and may grant said reinstatement, if it deems the same to be for the interest of the service. If said application for reinstatement is refused the discharge shall be final.

SEC. 4. **Leave of Absence.** Leave of absence may be granted by the head of a department, for a period not exceeding one year by making a report in writing within five days of such grant to this Commission. The person absent on leave may be reinstated to his former position at the expiration of his leave, but if such absence on leave exceeds thirty days and in the case of sickness ninety days, and his position in the meantime has been filled, then he can only be reinstated when a bona fide vacancy exists, and not then until all persons with older seniority on the register have been reinstated first. Failure to report at the expiration of a leave of absence shall drop the eligible from the register.

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Certification may be made to fill these temporary periods from the proper lists and the fact that the employment is for the purpose of filling a temporary vacancy shall be stated on the certification.

SEC. 5. **Emergency Appointments.** To prevent the stoppage of public business or to meet extraordinary exigencies, the appointing officer may, with the approval of the Commission, make a temporary appointment without requisition upon the Commission; provided, however, that in no case shall such temporary employment continue for more than sixty days, and only until regular employment can be made under these rules.

SEC. 6. **Ex-Soldiers.** Eligibles who desire to be preferred for appointment under Section 10½ of the Civil Service Act must present to this Commission documents or discharge papers showing that they were honorably discharged from such military or naval service of the United States, as provided in said Section 10½; whereupon the Commission will mark the name of said eligible as an "Ex-Soldier", and the preferment, as provided in said Section 10½ will commence on the day of the presentation of the said document or discharge paper.

An ex-soldier who takes more than one examination must present his discharge papers at each separate examination, and the fact that he states in his application that he is an ex-soldier will not in itself entitle him to preferment.

When more than one ex-soldier participates in an examination the one with the highest general average shall have preference in certification.

BUSINESS RULES.

Rules of Order. Robert's Rules of Order shall guide the Commission in its deliberations.

Order of Business shall be Reading of Minutes, Report of Committees, Unfinished Business, New Business.

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Regular Meetings shall be held every Monday, Wednesday and Friday at 2:30 p. m.

Special Meetings may be held at any time, but no business transacted at such Special Meeting shall be binding upon the Commission until approved at a regular meeting.

Postponement. At the request of any Commissioner any proposition or business coming before a regular or special meeting shall be postponed for one calendar week or less.

Amendments. All proposed changes in the rules shall be spread upon the minutes and action on same postponed for a week.

The Police Trial Board and the Fire Trial Board are constituted standing committees to investigate complaints against members of their respective departments and to render decisions, which said decisions, however, shall be subject to the approval, disapproval, modifications, enlargement or reversal of this Commission.

ROBT. LINDBLOM,
JOHN W. ELA,
JOSEPH POWELL,
Civil Service Commissioners.

T. J. CORCORAN,
Secretary and Chief Examiner.

DECEMBER 31, 1901.

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Tables of Statistics.

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APPENDIX C.

TABLES OF STATISTICS.

TABLE I. GENERAL SUMMARY.

	Year.	Number of Applications Filed.	Number Examined.	Number Passed.	Per Cent. of Those Examined Passed.	Number Certified for Appointment.
Official Service.....	1895	2,273	1,696	648	38.21	119
	1896	4,541	2,529	712	28.15	667
	1897	14,301	8,690	4,409	50.74	1,721
	1898	5,616	3,375	2,051	60.77	4,292
	1899	5,270	1,783	1,158	64.95	957
	1900	2,764	4,857	3,172	65.31	1,146
	1901	1,298	2,531	* 1,371	54.17	992
Totals.....	.....	36,063	25,461	13,521	53.10	9,894
Labor Service.....	1895	1,552	395	329	83.29	68
	1896	2,607	1,882	1,717	91.23	729
	1897	8,137	5,513	5,141	93.25	2,664
	1898	8,082	7,102	5,812	81.84	3,051
	1899	4,630	7,450	7,266	97.53	2,402
	1900	3,000	3,105	2,980	95.97	1,710
	1901	5,562	3,500	3,310	94.57	2,359
Totals.....	.....	33,570	28,947	26,555	91.74	12,983
Totals, Official and Labor Service....	1895	3,825	2,091	977	46.72	187
	1896	7,148	4,411	2,429	55.07	1,396
	1897	22,438	14,203	9,550	67.24	4,385
	1898	13,698	10,477	7,863	75.05	7,343
	1899	9,900	9,233	8,424	91.24	3,359
	1900	5,764	7,962	6,152	77.27	2,856
	1901	6,860	6,031	4,681	77.62	3,351
Grand Totals.....	.....	69,633	54,408	40,076	73.66	22,877

* In completed examinations.

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TABLE II. OFFICIAL SERVICE—ORIGINAL ENTRANCE.

No. of Examination.	Kind of Examination.	When Held.	Number Examined. Men.	Number Examined. Women.	Number Passed. Men.	Number Passed. Women.	Per Cent. of those Examined passed.	Education. Common School Ex'd	Education. Common School Ps'd	Education. High School Ex'd	Education. High School Ps'd	Education. College Ex'd	Education. College Ps'd	Average Age. Ex'd	Average Age. Ps'd	Educational Examination. Ex'd	Educational Examination. Ps'd	Per Cent. of those Examined Passed.	Technical Examination Ex'd	Technical Examination Ps'd	Per Cent. of those Examined Passed.	Nativity. United States. Ex'd	Nativity. United States. Ps'd	Nativity. British. Ex'd	Nativity. British. Ps'd	Nativity. German. Ex'd	Nativity. German. Ps'd	Nativity. Irish. Ex'd	Nativity. Irish. Ps'd	Nativity. Scandinavian. Ex'd	Nativity. Scandinavian. Ps'd	Nativity. Miscellaneous. Ex'd	Nativity. Miscellaneous. Ps'd
1	Tailors, House of Correction	Jan. 5	3		3		100.	3	3					32.7	32.7				3	3	100.											3	3
2	Paymasters	" 14	138	1	43	0	30.94	90	20	22	9	27	14	34.9	35.5	139	43	30.94				117	38	7	1	4	1	7	3	3	0	1	0
3	Marine Engineers	" 15	2		2		100.	2	2					37.	37				2	2	100.	2	2										
4	Machine Designers	" 16	2		1		50.	1	0			1	1	36.5	41				2	1	50.	2	1										
5	Clerks, Public Library	" 19	56	114	20	55	44.12	118	35	44	35	8	5	25.4	24.5	170	75	44.12				149	69	5	2	6	0	4	0			6	4
6	Structural Iron Designers	" 24	3		1		33.33	1	1			2	0	41.	40				3	1	33.33	2	0							1	1		
7	Assistant City Physician	Feb. 7	12	1	2	0	15.38	3	0	1	0	9	2	32.3	30				13	2	15.38	12	2	1	0								
8	Examiners, Civil Service Com.	" 9	16	24	10	14	60.	30	17	3	2	7	5	26.2	26.8	40	24	60.				38	23	1	0			1	1				
9	Guards, House of Correction	" 28	24		15		62.50	24	15					25.8	25.7				24	15	62.50	16	11	1	1	1	1	1	0			5	2
10	Special Assessm't, Improvement Bond Clerk	March 8	22		14		63.64	9	4	6	5	7	5	32.2	31.4	22	14	63.64				20	13	1	1							1	0
11	Stokers, Fire Department	" 28	9		7		77.78	9	7					27.4	26.7				9	7	77.78	6	4					3	3				
12	Ass't Engineers, Fire Dept	" 28	59		28		47.46	59	28					27.2	26.9				59	28	47.46	44	23	1	1	3	1	9	3	1	0	1	0
13	Salesman, Uniform Cloth.	April 8	43		31		72.09	34	24	4	3	5	4	35.2	34.8				43	31	72.09	26	20	3	2	7	5	5	3	1	1	1	0
14	Errand Boys	" 10	73		72		98.63	66	65	7	7			16.2	16.2	73	72	98.63				70	69			1	1					2	2
15	Harbor Engineers	" 11	8		2		25.	2	0	2	0	4	2	42.	54.5				8	2	25.	7	1					1	1				
16	Foreman, Pile Drivers	" 24	4		3		75.	4	3					47.8	44.7				4	3	75.	2	1					1	1	1	1		
17	Marine Engineers	" 25	3		3		100.	3	3					44.7	44.7				3	3	100.	3	3										
18	Pages, Public Library	" 27	70		64		91.43	37	31	30	30	3	3	18.3	17.9	70	64	91.43				57	51	3	3	2	2					8	8
19	Stenographers	May 1	24	9	13	6	57.58	8	3	15	10	10	6	25.6	26.4				33	19	57.58	28	16	3	1	1	1			1	1		
20	Recorder of Pumping Station, Repairs & Cribs	" 13	16		1		6.25	8	0	5	1	3	0	32.1	23	16	1	6.25				12	1	1	0			1	0			2	0
21	Architectural Draughtsmen	" 13	13		10		76.92	5	4	7	6	1	0	33.3	29				13	10	76.92	11	10	1	0	1	0						
22	Mechanical, Electr'l Eng'rs, Gr. 3	June 1	16		14		87.50	16	14					35.5	36.2				16	14	87.50	13	11							1	1	2	2
23	Mechanical Engineers, Gr. 5	" 8	79		41		51.90	79	41					37.3	35.2				79	41	51.90	54	31	10	8	4	0	8	0	1	1	2	1
24	Female Tenement Inspectors	" 14		24		8	33.33	10	2	11	4	3	2	32.1	33.9				24	8	33.33	22	7	1	1			1	0				
25	Chief Clerk, Comptroller's Office	July 10	17		8		47.06	4	1	5	3	8	4	39.1	38.3	17	8	47.06				12	7	2	0	1	0	1	1			1	0
26	School Supervisor, House of Correction	" 20	5		*																	3	0			1	0			1	0		
27	Playground Directors	Sept. 7	14	4	8	3	61.11	12	7	4	4	2	0	30.7	30.5				18	11	61.11	14	9	2	1							2	1
28	Gen. Foremen, Interce'g Sewers	Oct. 10	11		2		18.18	6	1	5	1			35.8	37				11	2	18.18	8	2	1	0			2	0				
29	Mechanical Engineers, Board of Education	" 19	167		100		59.88	167	100					38.	37				167	100	59.88	112	69	18	13	4	3	19	7	10	7	4	1
30	Fire Alarm and Police Repairers	Nov. 12	8		2		40.	8	2					33.6	32				8	2	40.	5	2	1	0			1	0	1	0		
31	Timber Inspectors	" 26	7		3		42.86	1	0	3	3	3	0	36.6	49.3				7	3	42.86	5	1					1	1	1	1		
			924	177	523	86																											
	Totals		1101		609		55.31	819	433	174	123	103	53			547	301		549	308		872	497	63	35	36	15	66	24	23	14	41	24

*Cancelled.

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TABLE III. OFFICIAL SERVICE—PROMOTION.

No. of Examination.	Kind of Examination.	When Held.	Number Examined.	Number Passed.	Per Cent. of Those Examined Passed.	Number Promoted.	Technical Examination.		Efficiency Record.		Seniority Record (years actual service) of those who passed.		
							Examined.	Passed.	Examined.	Passed.	Maximum.	Minimum.	Average.
1	Lieutenants, Police Department	January 26	209	208	99.52	30	209	208	209	208	28	4	12.4
2	Chief Arc Lamp Trimmer	March 23	3	1	33.33	1	3	1	3	1	7	2	5.3
3	Fire and Police Alarm Repairers, Grade III.	April 4	7	7	100	6	7	7	.....	.....	14	3	8.6
4	Fire and Police Alarm Repairers, Grade IV.	April 4	17	15	88.24	15	17	15	.....	.....	18	8	12.8
5	Patrol Sergeants	May 11	569	331	58.17	.....	569	331	569	331	29	3	9.4
6	Desk Sergeants	May 18	252	122	48.41	.....	252	122	252	122	29	2	9.2
7	Captains, Police Department	May 31	35	18	51.43	.....	35	18	35	20	28	11	19.2
8	Chief Engineer, Department Electricity	June 3	4	3	75	1	4	3	4	3	26	5	12.8
9	Supt. Machinery, Fire Department	June 10	12	12	100	1	12	12	12	12	34	11	20.2
10	Marine Engineers	June 17	5	5	100	.....	5	5	5	5	13	3	8.4
11	Chief Matron, Police Department	June 27	12	9	75	1	12	9	12	11	16	1	7.1
12	Mechanical Engineers, Grade IV	July 5	5	5	100	.....	5	5	5	5	10	3	6.4
13	Chief Arc Lamp Trimmer	July 9	8	8	100	1	8	8	8	8	7	1	3
14	Assistant Fire Marshal	July 22	8	7	87.50	1	8	7	8	8	31	20	24.3
15	*Lieutenants, Fire Department	July 29	200	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....
16	Supt. Horses, Fire Department	Sept. 11	13	11	84.62	1	13	11	13	13	25	3	11.5
17	*Clerks, Grade IV	Sept. 16	17	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....
18	*Foremen, Aerial Linemen	November 12	6	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....
19	*Reference Clerk, Public Library	December 5	12	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....
20	*Mechanical Engineers, Grades I and II.	December 12	36	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....

*Incomplete.

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TABLE IV. LABOR SERVICE.

No. of Examination.	Kind of Examination.	When Held.	Number Examined. Men	Number Examined. Women.	Number Passed.	Per Cent. of Those Examined Passed.	Average Age. Ex'd	Average Age. Pa'd	Examination Regarding Experience and Duties. Ex'd	Examination Regarding Experience and Duties. Pa'd	Per Cent. of Those Examined Passed.	Nativity. United States. Ex'd	United States. Pa'd	Bohemian. Ex'd	Bohemian. Pa'd	British. Ex'd	British. Pa'd	German. Ex'd	German. Pa'd	Irish. Ex'd	Irish. Pa'd	Italian. Ex'd	Italian. Pa'd	Russian-Polish. Ex'd	Russian-Polish. Pa'd	Scandinavian. Ex'd	Scandinavian. Pa'd	Miscellaneous. Ex'd	Miscellaneous. Pa'd
1	Batterymen	Jan. 3	6	....	4	66.67	32.3	37.3	6	4	66.67	6	4	....	....	....	....	....	....	....	....	....	....	....	....	....	....	....	....
2	Interior Wiremen	" 4	9	....	7	77.78	31.4	33.6	9	7	77.78	8	6	....	....	....	....	1	1	....	....	....	....	....	....	....	....	....	....
3	Oilers	" 25	201	....	128	63.68	32.	31.9	201	128	63.68	144	88	1	1	11	9	10	4	32	24	....	....	1	0	1	1	1	1
4	Machine Hands—Wood-Working Machinery	Feb. 14	8	....	1	12.50	35.9	34.	8	1	12.50	3	0	2	0	....	....	1	0	1	1	....	....	1	0	....	....	....	....
5	Gardeners	April 19	5	....	3	60.	38.8	31.	5	3	60.	2	1	....	....	....	....	2	1	1	1	....	....	....	....	....	....	....	....
6	Barnmen, Isolation Hospital	" 22	7	....	1	14.29	33.3	33.	7	1	14.29	6	1	....	....	....	....	....	....	....	....	....	....	....	....	1	0	....	....
7	Cedar Block Pavers	" 23	11	....	9	81.82	41.8	41.9	11	9	81.82	4	4	....	....	1	0	2	2	4	3	....	....	....	....	....	....	....	....
8	Pile-Driver Crew	" 24	7	....	6	85.71	43 1	40.8	7	6	85.71	7	6	....	....	....	....	....	....	....	....	....	....	....	....	....	....	....	....
9	Wood-Working Machine Hands	May 25	6	....	2	33.33	38.3	40.	6	2	33.33	3	2	2	0	....	....	....	....	....	....	....	....	....	....	....	....	1	0
10	Bracers	June 12	14	....	10	71.43	42.2	38.7	14	10	71.43	4	4	....	....	....	....	3	0	4	3	....	....	....	....	3	3	....	....
11	Signalmen	" 12	12	....	5	41.67	37.1	38.	12	5	41.67	9	4	....	....	....	....	....	....	3	1	....	....	....	....	....	....	....	....
12	Window Washers	July 15	9	....	9	100.	28.	28.	9	9	100.	6	6	....	....	....	..	1	1	1	1	....	....	....	....	1	1	....	....
13	Swinging Derrick Engineers	Sept. 12	2	....	2	100.	30.5	30.5	2	2	100.	2	2	....	....	....	....	....	....	....	....	....	....	....	....	....	....	....	....
14	Lamp Lighters	" 14	115	....	81	70.43	34.2	33.5	115	81	70.43	43	36	....	....	1	1	6	6	30	24	32	11	....	....	2	2	1	1
15	Pile-Driver Crew	Oct. 12	23	....	16	69.57	36.1	36.1	23	16	69.57	12	8	1	1	1	1	....	....	8	5	....	....	....	....	1	1	....	....
16	Swinging Derrick Engineers	Nov. 23	3	....	2	66.67	28.3	25.	3	2	66.67	3	2	....	....	....	....	....	....	....	....	....	....	....	....	....	....	....	....
17	Lamp Lighters	Dec. 3	128	....	91	71.09	31.	30.4	128	91	71.09	48	35	....	...	5	4	3	2	21	17	38	24	....	....	2	0	11	9
18	Laundrymen	" 20	4	....	3	75.	31.3	34.7	4	3	75.	3	2	....	....	....	....	....	....	....	....	....	....	....	....	1	1	....	....
	Totals		570	....	380	66.67	....	....	570	380	66.67	313	211	6	2	19	15	29	17	105	80	70	35	2	....	12	9	14	11
			570		380	.....	.....		.....		.....	.....		.....		.....		.....		.....		.....		.....		.....		.....	

Unskilled Labor Examination, held March 28, 1901.
2,930 candidates examined.

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TABLE V. ENROLLMENT OF UNSKILLED LABORERS BY WARDS.

WARD	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35
I. Bureau of Engineering.....	10	4	10	28	52	1	11	6	14	13	38	9	10	6	6	21	20	14	45	5	8	48	20	48	....	6	2	9	30	86	12	6	14	6	2
II. Bureau of Water.....	....	....	1	4	3	1	....	....	....	1	5	1	1	....	....	1	1	1	5	2	1	1	1	1	....	....	1	4	4	5	1	....	3	....	....
III. Bureau of Streets.....	109	52	27	73	68	12	29	29	33	33	57	29	23	36	15	73	76	42	103	29	22	61	39	91	23	26	27	36	154	115	47	24	25	42	37
IV. Bureau of Sewers.....	11	5	12	23	40	7	34	2	17	15	41	16	20	4	4	15	31	47	85	9	15	45	25	58	2	7	1	12	79	129	15	4	26	5	2
V. All laborers not otherwise grouped.....	18	2	8	19	40	4	4	1	4	16	28	13	16	20	9	5	25	23	89	10	14	63	32	76	....	10	3	17	12	34	8	8	1	5	1
Totals.....	148	63	58	147	203	25	78	38	68	78	169	68	70	66	34	115	153	127	327	55	60	218	117	274	25	49	34	78	279	369	83	42	69	58	42

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TABLE VI. CERTIFICATIONS FOR APPOINTMENT.

Official Service.

Kind of Examination.	Number Certified.	Kind of Examination.	Number Certified.
Architects	1	Brought forward	436
Ass't Assessor Bureau Water	6	Janitors	26
Ass't City Physician	2	Janitresses	16
Ass't Engineer Fire Department	23	Lieuts. Police Dept. (prom.)	126
Ass't Fire Marshal (prom.)	1	Machine Designer	1
Ass't Operator Fire Department	6	Matrons	2
Ass't Supt. Bureau Identification	1	Marine Engineers	3
Ass't Supt. Horses (prom.)	1	Mechanical Engineers	105
Bookkeepers	3	Mechanical Electrical Engrs	11
Brick Inspectors	2	Medical Inspectors	3
Bridge and Structural Iron Insp'r	2	Messengers	8
Captains, Fire Dept (prom.)	5	Pages	66
Chief Arc Lamp Trimmer (prom)	4	Patrol Drivers	11
Chief Ass't Assessor	1	Paving Inspectors	12
Chiefs of Battalion (prom.)	3	Paymasters	5
Chief Engrs., Dept. Electricity	3	Playground Directors	6
Chief Matrons (prom.)	3	Pipemen and Truckmen	25
Chief Sidewalk Inspectors	1	Recorder Pumping Stations	1
Civil Engineers (prom.)	10	Rodmen	8
Clerks	70	Salesman Uniform Cloth	1
Clerks (prom.)	6	Sec'y Board of Education	2
Detective Sergeants (prom.)	133	Sec'y Finance Committee	2
Draughtsmen	11	Sec'y Small Parks	1
Dredging Inspectors	1	Sec'y Street R'y Committee	1
Drivers, Fire Department	30	Sewer Pipe Inspectors	1
Dump Foremen	1	Stenographers	26
Electric Light Inspector	1	Structural Iron and Bridge Inspectors	3
Electrical Mechanics	2	Structural Iron Designers	1
Elevator Operators	2	Stokers	2
Elevator Starters (prom.)	3	Supt. Br'nch Rdg. R'ms (prom.)	6
Errand Boys	6	Supt. Dog Pound	1
Fire and Police Alarm Repairers (prom.)	59	Supt. Horses (prom.)	3
Foremen Bricklayers	1	Supt. Machinery (prom.)	3
Foreman Pile Drivers	5	Supt. Public Baths	2
Fumigators	4	Supt. Sewers	1
Gen. Foremen Intercepting Sewers (prom.)	3	Telegraph Operators	3
Gen. Foremen School Constr. and Rep. (prom.)	8	Telephone Operators	34
Guards	8	Tellers	6
Harbor Engineers	3	Timber Inspectors	2
Inspector Rendering Plants	1	Timekeepers	13
		Truant Agents	5
		Ward Superintendents	2
	436	Total	992

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TABLE VII. CERTIFICATION FOR EMPLOYMENT.

LABOR SERVICE. SKILLED LABOR.

KIND OF EXAMINATION.	Number Certified.	KIND OF EXAMINATION.	Number Certified.
Arc Lamp Trimmers	12	Brought forward	264
Assistant Foremen	2	Laundress	1
Assistant Foreman Sewers	1	Laundryman	1
Assistant Foreman W. P. Ex.	1	Machine Hand	1
Barnman	2	Marble Cleaners	4
Bathroom Attendants	10	Mason Tenders	12
Batterymen	3	Oilers	26
Blacksmiths	6	Painter	1
Bracers	8	Pavers	5
Brickmason	1	Pilemen	6
Bridge Carpenters	14	Plumbers	4
Brushmakers	2	Scrubwomen	2
Cabinet Makers	5	Signalmen	2
Carpenters	20	Steam Fitters	7
Cooks	3	Steam Fitter's Helper	1
Dog Catcher	1	Structural Iron Workers	4
Dynamo Tenders	2	Swinging Derrick Engineers	6
Firemen	56	Tailors	3
Gardeners	10	Tunnel Masons	17
General Hoisting Engineers	10	Wenchmen	7
Interior Wiremen	3	Window Washers	7
Jetmen	7	Woodworking Machine Hands	2
Laddermen	4	Watchmen	9
Lamplighters	81		
	264	Total	392

LABOR SERVICE. UNSKILLED LABOR.

I. Bureau of Engineering	101	Brought forward	1,013
II. Bureau of Water	142	IV. Bureau of Sewers	882
III. Bureau of Streets	770	V. Miscellaneous	72
	1,013	Total	1,967
		Grand Total, Labor Service	2,359

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* TABLE VIII. OFFICIAL SERVICE — ORIGINAL ENTRANCE.

No. of Examination.	Kind of Examination.	When Held.	Number Examined.		Number Passed		Per Cent. of Those Examined Passed.	Education.						Average Age.		Educational Examination.		Per Cent. of Those Examined Passed.	Techical Examination		Per Cent. of Those Examined Passed.	Nativity.											
								Common School		High School.		College.										United States.		British.		German.		Irish.		Scandinavian.		Miscellaneous.	
			Men.	Women.	Men.	Women.		Ex'd	Ps'd	Ex'd	Ps'd	Ex'd	Ps'd	Ex'd	Ps'd	Ex'd	Ps'd		Ex'd	Ps'd		Ex'd	Ps'd	Ex'd	Ps'd	Ex'd	Ps'd	Ex'd	Ps'd	Ex'd	Ps'd	Ex'd	Ps'd
1	Pipemen and Truckmen	Oct. 2 & Dec. 15	555	....	539	....	97.12	546	530	6	6	3	3	25.4	25.3	....	....	.....	555	539	97.12	401	390	5	5	26	24	102	99	9	9	12	12
2	Sec'y Small Park Commission	Dec. 4	19	....	1	....	5.26	10	1	1	....	8	....	35.8	34	....	....	.....	19	1	5.26	18	....	1	1	....	....	....	....	....	....	....	....
3	Stenographers	Dec. 6	4	38	2	26	66.67	33	22	9	6	....	....	24.8	25.5	42	28	66 67	....	....	.....	40	26	....	....	....	....	1	1	....	....	1	1
4	Sec'y Street Railway Commission	Dec. 18	14	....	1	....	7.14	7	....	2	....	5	1	42.8	32	....	....	.....	14	1	7.14	12	1	....	....	....	....	1	....	1	....	....	....
5	Dynamo Engineers	Dec. 18	10	....	2	....	20	10	2	....	....	....	....	31.4	28	....	....	.....	10	2	20	7	1	1	....	1	1	....	....	1	....	....	....
6	Drivers, Fire Dep't	Dec. 19 & Mar. 13	85	....	80	....	94.12	84	79	1	1	....	....	25.8	25.6	....	....	.....	85	80	94.12	73	68	1	1	1	1	9	9	1	1	....	....
7	Sec'y Finance Committee	Dec. 20	33	1	15	1	47.06	20	12	5	1	9	3	36.6	37.1	....	....	.....	34	16	47.06	30	13	....	....	2	2	2	1	....	....	....	....
8	Ass't Sup't Bureau of Identification	Dec. 21	8	....	2	....	25	2	1	4	....	2	1	35.5	38	....	....	.....	8	2	25	5	1	....	....	....	....	3	1	....	....	....	....

* Examinations held in 1900, but not completed until 1901.

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* TABLE IX. OFFICIAL SERVICE—PROMOTION.

No. of Examination.	Kind of Examination.	When Held.	Number Examined.	Number Passed.	Per Cent. of Those Examined Passed.	Number Promoted.	Technical Examination.		Efficiency Record.		Seniority Record (years actual service) of those who passed.		
							Examined.	Passed.	Examined.	Passed.	Maximum.	Minimum.	Average.
1	Superintendent Branch Reading Rooms....	November 26	23	21	91.30	2	23	21	23	23	14	1	3.3
2	Tellers, Bu. of Water.....	December 1	6	6	100.	0	6	6	6	6	5	2	2.8
3	Clerks, Grade III	December 3	43	38	88.37	1	43	38	43	43	5	1	2.9
4	†Lieutenants, Police	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....
5	Gen. Foreman School Const'n and Repairs.	December 27	18	5	27.78	4	18	5	.....	.....	11	1	6.9
6	Elevator Starters	December 27	8	6	75	1	8	6	8	8	3	3	3

* Examinations held in 1900 but not completed until 1901.
† Cancelled.

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FINANCIAL STATEMENT.

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APPENDIX D.

FINANCIAL STATEMENT.

CIVIL SERVICE COMMISSION — FINANCIAL STATEMENT EXPENDITURES

FOR THE

YEAR ENDING DECEMBER 31, 1901.

SALARIES.

Pay Roll (Including Salaries of Commissioners and Secretary)	$26,990 55
Examiners, Special	1,302 00

MISCELLANEOUS.

Advertising (Legal Notices of Commission)	$ 798 65
Telephone (one and one-half years)	247 50
Stationery and Office Supplies (including postage)	1,709 81
Incidentals	124 35
Printing and Binding Annual Report, 1901	1,149 91
Total	$32,322 77
Appropriation for year 1901	$33,495 00

COMPARATIVE STATEMENT.

For six months in 1895	$13,709 13
For year 1896	30,930 69
For year 1897	46,995 46
For year 1898	40,127 50
For year 1899	30,902 43
For year 1900	38,009 72

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COURT DECISIONS.

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APPENDIX F.

COURT DECISIONS.

PEOPLE *ex rel* WALSH *vs.* THE CITY AND CIVIL SERVICE COMMISSION. Before Judge Brentano, Superior Court, Cook County, January 5, 1901.

This was a petition for a writ of mandamus. The Relator was a Civil Service engineer. He was transferred from one pumping station to another. He thereupon filed his petition and sought first to obtain a writ to reinstate him in his former position, and secondly that an order should issue restraining the appointing power from discharging him from the latter position. The demurrer was sustained on the ground that he could have no relief in the nature of an injunction pendente lite in a mandamus proceeding.

PEOPLE *ex rel.* STOTT *vs.* CIVIL SERVICE COMMISSION. Before Judge Chytraus, Superior Court, Cook County, January 22, 1901.

This was a petition for a writ of mandamus to which a demurrer was filed and sustained. The Relator was a holdover policeman who had been discharged by the Mayor and Chief of Police in 1898. He waited two (2) years before seeking reinstatement by filing this petition, and no excuse was shown for his delay. The Court held that he had waited so long that he was now barred of any right. This decision was subsequently sustained by the Appellate Court of Illinois, First District. The case is not yet reported.

PEOPLE *ex rel.* MYRON S. KISSELBURG *vs.* THE CITY OF CHICAGO AND THE CIVIL SERVICE COMMISSION. Before Judge Haney, Superior Court, Cook County, January 25, 1901.

This was a petition for a writ of mandamus to compel the reinstatement of Relator who had been a police patrolman and

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was discharged by the Chief of Police without hearing. Kisselburg had been a patrolman since a period before August 26, 1895, the date of the first classification of offices. He held his position, therefore, as a holdover and not through any Civil Service examination and appointment.

The Court held that the provisions of Section 12 of the Civil Service Act providing that:

"No person or employe in the Classified Civil Service of any city who shall have been appointed under said rules and after said examination, shall be removed or discharged except for cause, upon written charges and after an opportunity to be heard in his own defense,"

has no application to so called holdovers, that is, to persons who had been appointed to their positions prior to the date when the Act became effective; that the provision in question protected only persons who were appointed after Civil Service examinations.

PEOPLE *ex rel.* JOHN MCWEENEY *vs.* CIVIL SERVICE COMMISSIONERS. Before Judge Burke, Superior Court, Cook County, March 27, 1901.

This was a bill in Chancery filed to enjoin the appointment of certain candidates who had passed an examination for the position of lieutenants of police. The Court held that a Court of Equity had no jurisdiction to issue an injunction in any matter connected with the removal or appointment of public officials and therefore dismissed the bill.

PEOPLE *ex rel.* JOHN COURTNEY *vs.* COMMISSIONERS AND THE CITY OF CHICAGO. Before Judge Tuthill, Superior Court, Cook County, November 22, 1901.

This was a petition for a writ of mandamus. The Relator was an honorably discharged soldier of the War of the Rebellion. He took an examination for a clerical position in the Classified Service and passed. The person at the head of the eligible list was appointed. The Defendant did not make any claim of his privilege as an old soldier under Section 10½ of the Civil Service Act until more than two (2) years after the examination and the appointment of the incumbent. It was held that the rights of a veteran were a personal privilege which could be waived.

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PEOPLE *ex rel* ALEX NATHANSON *vs.* CIVIL SERVICE COMMISSION. Before Judge Chytraus, Superior Court, Cook County, December 3, 1901.

Petitioner was a Civil Service Pipeman in the Fire Department. Charges were filed against him and these were heard before the Fire Department Trial Board which had been appointed by the Civil Service Commission under Section 12 of the Act. He was discharged upon recommendation of the Trial Board direct to the Head of the Department. A month later the Civil Service Commission approved the action of the Trial Board. The Court held the discharge illegal on the ground that the finding of the Trial Board should have first been approved by the Commission and then certified to the Head of the Department by the Commission, and that the ratification by the Commission of the action of the Trial Board in certifying directly to the Head of the Department was not sufficient.

AT A SUPREME COURT, Begun and held at Springfield on Tuesday, the Third day of December, in the year of our Lord One Thousand Nine Hundred and One, within and for the State of Illinois.

Present—JACOB W. WILKIN, *Chief Justice.*
BENJAMIN D. MACGRUDER, *Justice.*
JOSEPH N. CARTER, *Justice.*
JAMES H. CARTWRIGHT, *Justice.*
CARROLL C. BOGGS, *Justice.*
JOHN P. HAND, *Justice.*
JAMES B. RICKS, *Justice.*

HOWLAND J. HAMLIN, *Attorney General.*
CHARLES M. WOODS, *Sheriff.*
Attest: CHRISTOPHER MAMER, *Clerk.*

BE IT REMEMBERED, That afterwards, to-wit, on the Eighteenth day of December, 1901, the opinion of the Court was filed in the words and figures following, to-wit:

JOHN E. PTACEK *vs.* THE PEOPLE OF THE STATE OF ILLINOIS *ex rel.* No. 2039. Error to Appeal from First District.

Docket No. 2039—Agenda 17—Northern Div.—Oct. 1901.
JOHN E. PTACEK *vs.* PEOPLE *ex rel.*

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Mr. CHIEF JUSTICE WILKIN delivered the opinion of the court:

This is a proceeding in quo warranto, begun in the Circuit Court of Cook County at its April term, 1900, on the information of Charles S. Deneen, State's Attorney, questioning the right of the appellant, John E. Ptacek, to hold the office of Assistant Superintendent of Police within the City of Chicago because not properly appointed under the statute regulating the Civil Service of cities. To the information respondent filed three pleas, in each of which he alleged that he lawfully held and executed the office; that theretofore, on November 25, 1899, a resolution was adopted by the Civil Service Commissioners of the city of Chicago, wherein there was ordered to be held on December 22 of that year an examination of applicants for the position of Assistant Superintendent of Police within the city; that he duly filed November 27, in the office of the Civil Service Commission, his application to take part in and compete at such examination; that notice of the time and place and general scope of said examination was given by the Commissioners, as required by law; that thereafter, in accordance with said resolution, and on said 22d day of December, an examination was duly held by the Civil Service Commissioners of the City of Chicago for said position. which "examination was public, competitive and free to all citizens of the United States, in accordance with the statute in such case made and provided, and was not limited to the members of the next lower grade in the Department of Police of the City of Chicago, which said examination was in all respects valid and legal;" that no examination had at any time been held by the Civil Service Commissioners, or any persons holding offices as such, "to provide an eligible list or for the preparation of any register for the position of Assistant Superintendent of Police, or to fill any vacancies that had occurred or might occur in the position of Assistant Superintendent of Police, until the said examination held, as aforesaid, December 22, 1899, which said examination was and is the sole and only examination which has at any time been held by said Civil Service Commissioners or by any person holding office as such, or in any way under said act for said purpose; that the respondent was, at the time of holding said examination, an Acting Lieutenant of Police, appointed under Section 10 of the Civil Service Act, and had been connected

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with the Departmet of Police of the city for fifteen years, serving as Patrolman, Desk Sergeant, Patrol Sergeant, Acting Lieutenent, Lieutenant and Captain of Police; that he presented himself for examination at the time mentioned and passed a satisfactory examination thereat, and his name was thereupon placed upon the register or eligible list by the Commissioners, in accordance with the law and rules of said Commission; that he was regularly and duly appointed to said office, in pursuance of such examination. by the Chief of Police of said city."

By his second plea appellant further alleges that at the time of said examination, and at the time the same was ordered, the same was not limited to the members of the next lower grade in the Department of Police of said city, for the reason that "the next lower rank or grade in the Department of Police of the City of Chicago, under the Civil Service Act, to the rank or grade of Assistant Superintendent of Police, is that of Inspector of Police; that said position of Inspector of Police has, up to the 27th day of March, 1900, not been filled or occupied, in any case, by persons who had taken Civil Service examinations and been certified and appointed pursuant to the Civil Service law in consequence of an examination for Inspector of Police of the City of Chicago; that at the time when said examination was held no person then in office as an Inspector of Police was in office, under the provisions of said Civil Service Act, by certification or appointment to an examination under said act; that no examination had at any time been held by said Civil Service Commissioners of the City of Chicago, or by any persons holding an office as Civil Service Commissioners of the City of Chicago, to provide an eligible list, or for the preparation of any register for the position of Assistant Superintendent of Police, or to fill any vacancies that had occurred or might occur in the position of Assistant Superintendent of Police, until the said examination held, as aforesaid, December 22, 1899, which said examination was and is the sole and only examination which has at any time been held by said Civil Service Commissioners, or by any person holding office as such, or in any way under said act, for such purpose." It concludes substantially in the language of the first plea.

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The appellant also filed a third plea, which is, in substance, like the second, except that, in addition to stating that the Inspectors of Police, which was the next lower grade to that of Assistant Superintendent of Police, did not hold their positions through an examination under the Civil Service Act. It states that at the time when said examination was held there were in all but five Inspectors of Police in the city, and that three of them were temporary inspectors, holding their positions under and by virtue of an appointment under Section 10 of the Civil Service Act: that one of them, at the time of the examination, held the rank of Patrol Sergeant by appointment thereto prior to the date when the Civil Service Act went into operation in the city, and that another held at the time the rank of Patrol Sergeant under the Civil Service Act by virtue of a certification from an eligible list based upon an examination duly held under the provisions of said Civil Service Act, and that the third had no rank in the Police Department, except that of temporary or Acting Lieutenant: that the two remaining Inspectors were called "holdovers,"—that is, persons who held their office as Inspectors by virtue of appointment prior to the date when said Civil Service Act went into operation; that neither of said "two Inspectors last mentioned desired to take part, and both of said two Inspectors last mentioned refused to take part, in any examination for said office of Assistant Superintendent of Police."

To these pleas a general and special demurrer was filed by the relator and sustained by the Circuit Court. On appeal to the Appellate Court for the First District the judgment of the Circuit Court was affirmed, and the respondent now brings the case to this Court for review.

In the Appellate Court counsel for the appellant attempted to raise the question that the position of Assistant Superintendent of Police in the City of Chicago is not an office, and therefore *quo warranto* is not a proper remedy to test the title thereto. The point was not made in the Circuit Court, nor was there in that Court any issue upon which it could have been made, and therefore, under the familiar rule that errors cannot be assigned for the first time in this or the Appellate Court, it cannot be availed of hearing. We are, however, clearly of the opinion that the position falls within the definition of an office. Blackstone (2

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Com. 35) says: "Offices are a right to exercise a public or private employment and to take the fees and emoluments thereunto belonging." (See, also 3 Kents' Com. 455; People *ex rel v.* Loeffler, 175 Ill. 585). "An office is a position which does not end with the termination of the term of the person filling it, but its duties continue to be performed by the successors of such person, whether elected or appointed." It is agreed in this case that the position is a salaried one, the salary being $4,000 per year, and that its duties do not end with the term of any occupant. Counsel. in the pleas, denominates the position an "office," and throughout his argument on the merits of the case alludes to it as such.

The real question in the case is stated by counsel for appellant in his brief, as follows: "Appellee (that is, the relator), claims that an original examination could not legally be held in the Police Department for any position except the lowest grade,—that is, the position of second-class Patrolman,—whereas, as previously stated, we claim (that is, the appellant), that the law contemplates and requires that an original examination be held. in the first instance, to fill each and all of the positions in the Police Department."

Section 3 of the Civil Service Act (Hurd's Stat. 1899, p. 351), requires the Commissioners to "classify all the offices and places of employment in such City with reference to the examinations hereinafter provided for..... The offices and places so classified by the Commission shall constitute the classified Civil Service of such City; and no appointments to any of such offices or places shall be made except under and according to the rules hereinafter mentioned." The next section (4) provides that the Commission "shall make rules to carry out the purposes of this act, and for examinations, appointments and removals in accordance with its provisions, and the Commission may, from time to time, make changes in the original rules." Section 5 provides for changes in such rules upon notice and publication. Section 9 is as follows: "The Commission shall, by its rules, provide for promotions in such classified service, on the basis of ascertained merit and seniority in service and examination and shall provide. in all cases where it is practicable, that vacancies shall be filled by promotion. All examinations for promotion shall be competitive among such members of the next lower ranks as desire to submit themselves to such examination; and it shall be the duty

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of the Commission to submit to the appointing power the names of not more than three applicants for each promotion having the highest rating. The method of examination, and the rules governing the same, and the method of certifying, shall be the same as provided for applicants for original appointment."

Section 1 of Rule 10, adopted by the Commission and which was in force at the time of the examination, set up by appellant in his pleas, is as follows: "Original appointment.—All original appointments of the Police force shall be as second class Patrolmen," etc. Section 3 of the same rule provides for the method of promotion, as follows: "All promotions in the Police Department shall be from grade to grade, and shall be made upon voluntary, open, competitive examination. The competition in such examination shall be limited to the employees in the next lower grade." There is no rule of the Commission authorizing an original examination to be held, in the first instance, to fill each and all of the positions in the Police Department, and if there was, it could not be enforced in view of the foregoing provisions of Section 3 of the act which authorizes the Civil Service Commission to classify all the offices and places in the City with reference to examinations afterwards provided for, and making that classification the classified Civil Service of the City, and prohibiting appointments to any of such offices or places except under and according to the rules of the Commission. This section manifestly contemplates that the classification, in the first place, shall be made without any original examination. Section 9, which is the only section of the act providing for the filling of vacancies in the service, requires such vacancies to be filled by promotion. and Sections 1 and 3 of Rule 10 can be given practical effect onlv by such promotional examinations.

Appellant contends that Section 6 of the Act contemplates an original examination in every instance, and that it has been violated by the Commission in the adopting of the foregoing sections of Rule X. That section is as follows: "All applicants for offices and places in said classified service, except those mentioned in Section 11 (which exception is not material in this consideration), shall be subject to examination, which shall be public, competitive and free to all citizens of the United States, with specified

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